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Volume - 6

Financial Administration and Office Procedure

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VOLUME 6

FINANCIAL ADMINISTRATION AND OFFICE PROCEDURE

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CHAPTER 01
Office Procedure and Office Management

1. Which of the following best defines the primary objective of a school office in government schools under the Directorate of Education, GNCTD?
(A) To serve as an administrative processing center facilitating institutional goals and support services
(B) To act as a revenue-generating unit through administrative fees
(C) To function exclusively as a public relations office for external stakeholders
(D) To maintain legal prosecution records against non-performing staff

2. Which function of a school office involves receiving, processing, preserving, and retrieving official correspondence and circulars?
(A) Executive control function
(B) Financial auditing function
(C) Information management function
(D) Pedagogical supervision function

3. In the context of school office administration, which activity falls under the category of routine administrative functions?
(A) Maintaining student attendance registers and dispatching official letters
(B) Preparing the annual institutional development plan
(C) Conducting quarterly performance appraisals of senior teachers
(D) Framing state-level educational policies

4. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): The school office serves as the nerve center of institutional administration in GNCTD schools.
Reason (R): It acts as the central clearing house for administrative instructions, operational data, and logistical coordination between the Directorate and the school.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

5. Which administrative function of a school office ensures compliance with statutory deadlines issued by the Directorate of Education?
(A) Strategic planning
(B) Monitoring and control
(C) Curriculum delivery
(D) Community mobilization

6. Identify the primary support function executed by a school office to assist the Head of School (HOS) in decision-making.
(A) Direct classroom instruction
(B) Conducting summative assessment of students
(C) Compilation of accurate statistics and records
(D) Organizing inter-school sports tournaments

7. Consider the following statements regarding the essential functions of a school office:
I. Receiving, recording, and distributing incoming correspondence.
II. Directing pedagogical practices in classroom settings.
III. Safe custody of official records, registers, and seals.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

8. The function of a school office that deals with managing incoming and outgoing communication systematically is known as:
(A) Dak management
(B) Material management
(C) Financial accounting
(D) Human resource appraisal

9. Which of the following is an essential objective of effective school office management?

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(A) Maximizing administrative expenditure to secure larger operational budgets
(B) Ensuring prompt, efficient, and cost-effective workflows
(C) Eliminating public access to institutional administrative documents
(D) Centralizing all academic teaching duties under ministerial staff

10. A newly appointed Head of School observes that administrative staff members spend excessive time searching for old service books, leading to delayed pension processing. Which objective of office management is being compromised here?
(A) Strategic academic leadership across departmental units
(B) Efficiency in record storage and retrieval
(C) Decentralization of disciplinary administrative authority
(D) Optimization of daily classroom instructional hours

11. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Office management principles in educational institutions must balance cost efficiency with operational effectiveness.
Reason (R): School offices handle public funds and are bound by General Financial Rules (GFR) to ensure propriety and accountability.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

12. Which core principle of office management focuses on reducing unnecessary steps in processing files and correspondence?
(A) Work expansion
(B) Duplication of effort
(C) Simplification of procedures
(D) Strict division of labor without delegation

13. Which of the following represents an objective of office management related to human resource welfare in a school office?
(A) Assigning unquantified daily work hours without mandatory rest breaks
(B) Restricting staff training opportunities to prevent absence from routine duties
(C) Enforcing severe punitive measures for minor operational delays
(D) Providing adequate working conditions and clear job responsibilities

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14. Consider the following statements regarding the objectives of office management in a government school:
I. To facilitate smooth administrative support for classroom teaching and learning.
II. To maintain accurate financial and service records as per legal provisions.
III. To eliminate external supervision by district education officers.
IV. To foster a positive image of the school through effective public dealing.
Which of the statements given above are correct?
(A) I, II and III only
(B) I, II and IV only
(C) II, III and IV only
(D) I, III and IV only

15. The concept of "procedural propriety" in school office management primarily aims at ensuring:
(A) Complete operational flexibility and total exemption from government rules
(B) Compliance with statutory rules, transparency, and fairness
(C) Speed of administrative action regardless of regulatory provisions
(D) Elimination of all physical and written departmental documentation

16. In a centralized office organization model in a school system, administrative work is:
(A) Distributed completely among individual academic and non-academic departments
(B) Outsourced entirely to external private service providers and vendors
(C) Handled independently by designated classroom teachers across all grades
(D) Concentrated in a single central administrative department

17. Which of the following is a major advantage of decentralizing certain office operations in a large composite school?
(A) Quicker local decision-making and reduced bottlenecking at the central office
(B) Uniformity in procedure across all units
(C) Elimination of duplicate record keeping
(D) Reduced total administrative staff required

18. Which statement correctly contrasts centralized and decentralized office organization in educational institutions?
(A) Centralization increases departmental autonomy, whereas decentralization ensures uniform standard operating procedures.
(B) Centralization enhances local responsiveness and speed, whereas decentralization promotes specialization and cost control.
(C) Centralization promotes specialization and cost control, whereas decentralization enhances local responsiveness and speed.
(D) Centralization completely eliminates paper filing, whereas decentralization relies exclusively on physical registers.

19. A school decides that routine fee collection records and attendance entries will be processed directly at the departmental level, while pay bill preparation remains with the main administrative branch. This setup is an example of:
(A) Combination/Hybrid organizational structure
(B) Complete centralization
(C) Complete decentralization
(D) Ad-hoc administrative delegation

20. Consider the following statements regarding centralized office organization:
I. It allows better control and supervision over administrative staff.
II. It reduces duplication of specialized equipment and administrative effort.
III. It guarantees instant resolution of localized classroom administrative queries.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

21. What is a primary disadvantage of an excessively centralized office layout in a multi-story school building?
(A) Substantially higher overall administrative expenditure incurred per transaction
(B) Delayed movement of information and files across distant units
(C) Complete lack of uniform operational rule application across departments
(D) Total loss of direct administrative oversight by the Head of School

22. Which organizational model is most suitable for handling sensitive and confidential statutory records such as disciplinary proceedings files in a government school?
(A) Decentralized teacher-managed departmental record pools and filing units
(B) Open access public institutional library storage system for all staff
(C) Centralized record section managed under direct office supervision
(D) Rotating duty system maintained exclusively among student council members

23. Which principle of office layout emphasizes that physical arrangements should facilitate continuous forward movement of work without back-tracking?
(A) Principle of flexibility
(B) Principle of departmental isolated seating
(C) Principle of status hierarchy
(D) Principle of flow of work

24. To ensure optimal space utilization and functional efficiency, a school office layout should avoid:
(A) Creating narrow passages and unnecessary partition walls
(B) Placing closely related administrative desks directly adjacent to each other
(C) Providing adequate natural lighting, ventilation, and ergonomic seating
(D) Placing public interaction counters conveniently near the main office entrance

25. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): The public dealing counter of a school office should be located near the main entrance of the administrative block.
Reason (R): Placing the public dealing counter near the entrance minimizes disturbance to core office operations and maintains school security.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. Which type of office layout plan features open floor spaces without permanent walls, promoting

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flexibility and ease of communication among office staff?
(A) Cellular layout
(B) Open-plan layout
(C) Corridor layout
(D) Closed cubicle layout

27. What is the primary ergonomic consideration when planning physical layout and seating arrangements for school administrative staff?
(A) Maximizing natural light, ventilation, and ergonomic posture support
(B) Ensuring staff seating is strictly fixed according to official seniority rank facing entrance gates
(C) Eliminating all electrical points and power outlets from individual administrative workstations
(D) Minimizing individual workstation floor space allocation to under 15 square feet per employee

28. A Head of School notices that visitors inquiring about admissions wander through classroom corridors and reach the examination cell, disturbing ongoing classes. What layout modification should the Principal immediately implement?
(A) Ban all external visitors and parents from entering the school premises on a permanent basis
(B) Shift the confidential examination cell directly adjacent to the main front entrance of the school
(C) Establish a reception counter and visitor lounge near the main entrance
(D) Direct active classroom teachers to manage all external visitor queries outside their classrooms

29. Which principle of office layout ensures that furniture and equipment can be easily rearranged to accommodate future expansion or technological changes?
(A) Principle of permanent structural partitioning
(B) Principle of maximum separation
(C) Principle of high-density storage
(D) Principle of flexibility and adaptability

30. Which element is essential for safety planning in a school office layout?
(A) Stacking old wooden furniture items directly in front of open windows for structural insulation
(B) Locking all emergency exit doors securely throughout full operational school hours
(C) Keeping fire extinguishers and emergency exits unobstructed
(D) Placing major high-voltage electrical control panels directly inside the closed record room

31. What is the primary administrative responsibility of the Office Superintendent (OS) in a Directorate of Education government school?
(A) Frame core subject syllabus and academic curriculum for all higher secondary classes
(B) Supervise ministerial staff, oversee file routing, and ensure rule compliance
(C) Directly conduct annual medical physical health check-ups for all enrolled school students
(D) Manage and monitor the daily routine academic teaching schedules of classroom teachers

32. In the hierarchy of school office management, who is primarily responsible for maintaining the cash book and contingency registers under the oversight of the Drawing and Disbursing Officer (DDO)?
(A) Senior Postgraduate Teacher
(B) Head Laboratory Assistant
(C) School Estate Manager
(D) Cashier / UDC

33. Consider the following duties of administrative staff in a school office:
I. Verifying leave applications and service book entries of staff.
II. Directing student co-curricular club activities.
III. Preparing monthly salary bills and contingent bills.
Which of the duties listed above fall under the responsibility of office administrative staff?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

34. The Office Superintendent acts as a key bridge between which two administrative levels within the school framework?
(A) The Directorate of Education and the Ministry of External Affairs
(B) The School Management Committee (SMC) and external legal courts

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(C) The Head of School / DDO and the ministerial clerical staff
(D) Student council representatives and parent-teacher association executive members

35. Which official role involves inspecting office files for proper note-sheet drafting, flagging precedents, and ensuring compliance with CCS Rules before submission to the Head of School?
(A) Office Superintendent
(B) Senior Academic Coordinator
(C) Chief School Librarian
(D) Student Guidance Counselor

36. What is the duty of administrative staff regarding the maintenance of Service Books of school employees?
(A) Modifying official service entries without authorization during routine annual administrative reviews
(B) Handing over original service books to individual staff members for personal home custody
(C) Destroying old service books after five years of completed continuous service
(D) Ensuring timely leave posting and annual service verification

37. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): The Head of School must periodically inspect the registers maintained by the Office Superintendent and ministerial staff.
Reason (R): Internal inspection ensures administrative discipline, accuracy of financial records, and timely submission of returns to higher authorities.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

38. Which of the following is a direct responsibility of the dealing assistant handling the dispatch section in a school office?
(A) Approving child care leave applications for all teaching and non-teaching personnel
(B) Reconciling institutional bank statements with official passbooks on a monthly basis
(C) Maintaining the Despatch Register and stamp account
(D) Conducting comprehensive physical stock verification of science laboratory equipment

39. Which office machine is essential for rapid duplication of large volumes of examination question papers and administrative circulars in a school office?
(A) Automated postal franking machine
(B) Heavy-duty document lamination press
(C) Standard mechanical office typewriter
(D) Digital duplicator / Photocopier

40. What is the primary administrative use of a Franking Machine in government office operations?
(A) Printing postage impressions on outgoing mail envelopes
(B) Shredding confidential examination records and internal evaluation sheets
(C) Binding official administrative registers and government rule reference books
(D) Scanning multi-page official records into standardized searchable PDF formats

41. Which of the following is a mandatory practice for maintaining electronic equipment such as computers and printers in a school office?
(A) Replacing all electronic equipment annually regardless of its actual functional condition
(B) Entering into Annual Maintenance Contracts (AMC) as per prescribed rules
(C) Repairing equipment through unverified local mechanics without proper bill entry in registers
(D) Allowing open unrestricted access to all visitors to operate administrative computers freely

42. Consider the following equipment used in a modern school office:
I. Paper Shredder
II. Biometric Attendance System
III. Uninterruptible Power Supply (UPS)
IV. Franking Machine
Which of the above equipment contribute directly to maintaining security, attendance records, and data protection in office operations?
(A) I and IV only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

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43. What safety device must be installed near major electronic office equipment clusters to mitigate electrical fire hazards?
(A) CO2 / Dry Chemical Powder type fire extinguishers
(B) Water sprinkler system over open server racks
(C) High-voltage open fuses
(D) Industrial exhaust fans blowing directly on uncovered wiring

44. To prevent unauthorized modification of digital office records on administrative computers, which security measure must be implemented?
(A) Disabling monitor displays whenever leaving individual administrative workstations
(B) Keeping all departmental file folders stored on open shared desktop folders
(C) Role-based access permissions and strong passwords
(D) Deleting essential operating system files on a weekly routine schedule

45. A school administrative clerk accidentally damages a high-capacity multi-function printer due to paper jams caused by using unauthorized heavy stock paper. What initial action should the Office Superintendent take?
(A) File a formal criminal police case against the clerk immediately without conducting internal inquiry
(B) Issue an immediate administrative stop-work order for all operations in the entire office section
(C) Purchase a replacement machine immediately using student welfare funds without prior sanction
(D) Log a service request with authorized maintenance and record it in the logbook

46. Which time management technique involves categorizing office tasks based on urgency and importance to prioritize daily administrative actions?
(A) Pareto Principle (80/20 Rule)
(B) Gantt Chart Method
(C) Eisenhower Matrix
(D) Critical Path Method

47. In school office operations, time management is severely hindered by which of the following practices?
(A) Setting clear daily action priorities
(B) Unplanned, informal interruptions and haphazard file handling
(C) Establishing fixed visiting hours for public dealings
(D) Maintaining an active follow-up register for pending correspondence

48. What is the purpose of maintaining a "Pending Letter Register" or "Tickler File" in time-sensitive office administration?
(A) To store personal incoming and outgoing letters of individual school teaching staff
(B) To record daily attendance entries and arrival times of non-teaching staff
(C) To track routine book issue and return details from the central school library
(D) To track and ensure timely response to time-bound communications

49. Which strategy best helps a Head of School manage administrative workload without sacrificing strategic instructional leadership?
(A) Effective delegation of routine tasks to qualified office staff
(B) Retaining direct personal execution of all routine clerical filings and register entries
(C) Refusing to accept official administrative communications from the district education office
(D) Outsourcing institutional administrative decision-making powers to private third-party agencies

50. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Establishing fixed public visiting hours improves overall time management in the school office.
Reason (R): Dedicated public hours allow office staff to perform focused administrative work during non-visiting hours without frequent interruptions.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

51. Which term describes the elimination of non-essential administrative steps to complete official tasks faster?

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(A) Work simplification
(B) Work expansion
(C) Rule complication
(D) Administrative stagnation

52. How does an annual office activity calendar assist in time management for a school office?
(A) By replacing individual teacher lesson plans and academic course delivery schedules completely
(B) By granting automatic approval of leave applications to office staff during peak operational periods
(C) By completely eliminating the need for preparing monthly administrative performance reports
(D) By scheduling predictable regulatory deadlines and financial submissions systematically

53. Work simplification in school administrative procedures primarily aims at:
(A) Reducing compliance with mandatory statutory provisions under the General Financial Rules
(B) Eliminating redundant steps, minimizing physical movement, and streamlining file flow
(C) Transferring routine office administrative and record-keeping responsibilities to students
(D) Eliminating all written institutional records in favor of informal verbal executive approvals

54. Which of the following analytical tools is commonly used to study physical movement patterns of office workers to simplify workflows?
(A) Frequency histogram
(B) Cause-and-Effect diagram
(C) Flow process chart
(D) Bivariate scatter plot

55. What is the main benefit of implementing standard standardized forms for routine applications (e.g., leave applications, LTC claims, fee receipts) in school administration?
(A) Substantially increasing overall paper consumption in daily routine office operations
(B) Restricting staff members from applying for their eligible government service benefits
(C) Complicating the initial filing and document verification process for dealing assistants
(D) Standardizing data collection and reducing processing errors

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56. Consider the following techniques of work simplification:
I. Combining redundant clerical steps into single integrated forms.
II. Replacing physical file routing with electronic workflow systems where available.
III. Requiring multiple duplicate signatures on routine internal office notes.
Which of the techniques listed above lead to effective work simplification?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

57. Eliminating redundant approval levels for routine contingent purchases within approved financial limits is an example of:
(A) Administrative bottlenecking
(B) Workflow streamlining
(C) Financial non-compliance
(D) Centralized control expansion

58. The process of analyzing an administrative procedure step-by-step to eliminate unnecessary delays is called:
(A) Horizontal job enlargement
(B) Procedure analysis
(C) Disciplinary inspection
(D) Performance punishment

59. A Head of School notices that processing LTC applications requires 8 manual register entries across three different clerks. The Principal consolidates this into a single master ledger entry and single-window file routing. This administrative action represents:
(A) Work simplification
(B) Procedural violation of service rules
(C) Delegation of statutory authority
(D) Administrative centralization

60. Work simplification should NEVER compromise which core principle of government administrative procedure?
(A) Intentional maximum operational delay in processing administrative files
(B) Physical paper conservation enforced at the direct cost of statutory legal records
(C) Internal audit control, accountability, and statutory compliance
(D) Strict adherence to rigid hierarchical status

consciousness among staff

61. What is a Standard Operating Procedure (SOP) in the context of school office operations?
(A) An informal verbal agreement established between individual staff members during routine work
(B) A formal reference list of rules and guidelines exclusively governing classroom curriculum design
(C) A financial penalty guide outlining disciplinary fine structures for major student misconduct
(D) Written step-by-step instructions for carrying out routine office operations consistently

62. Which of the following is a primary benefit of establishing clear SOPs for school office operations?
(A) Ensuring total administrative dependency on a single dealing clerk for routine file approvals
(B) Allowing individual staff members complete personal discretion to bypass statutory norms
(C) Maintaining operational continuity and service quality during staff transfers
(D) Increasing overall institutional administrative overhead costs and staff operational burden

63. An SOP for "Handling RTI Applications" in a government school must explicitly specify:
(A) Administrative methods and strategies to evade public information disclosure under the Act
(B) Designated PIO, statutory timeframes, register entries, and fee rules
(C) Confidential personal contact phone numbers of higher Directorate of Education officials
(D) Mandatory rejection criteria and protocols for all incoming external academic inquiries

64. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Every school office should maintain updated SOPs for emergency financial disbursements and store procurement.
Reason (R): Standardized procedures ensure transparency, audit compliance, and prevent financial irregularities during emergency situations.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

65. When developing an SOP for student admission verification in GNCTD schools, which source document must form the primary legal foundation?
(A) Delhi School Education Rules 1973 and DoE admission circulars
(B) General Financial Rules (GFR) governing public procurement and expenditure
(C) Fundamental Rules and Supplementary Rules (FR SR) governing government service
(D) Central Civil Services (Conduct) Rules 1964 governing employee discipline

66. SOPs in a school office should be periodically reviewed and updated to:
(A) Intentionally increase procedural complexity and multi-level administrative delays in file movement
(B) Frequently change designated staff operational duties without providing prior administrative notice
(C) Incorporate new administrative instructions, digital portals, and GNCTD rule amendments
(D) Align public school office structures with private corporate commercial business frameworks

67. Which document should be provided to a newly recruited Upper Division Clerk (UDC) upon joining a school office to facilitate immediate understanding of official duties?
(A) Sectional SOP manual and Job Chart
(B) Student general conduct handbook
(C) Annual budget release order of the district
(D) Parent-Teacher Association constitution

68. An effective SOP for issue and return of official store stock items must mandate which register entry?
(A) Visitor Entry Register
(B) Permanent Cash Book
(C) Staff Attendance Register
(D) Stock Register

69. Effective coordination between the school administrative office and academic departments is essential to ensure:

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(A) That administrative staff control classroom teaching methodologies
(B) Smooth logistical, financial, and material support for academic activities
(C) Complete independence of academic departments from financial accountability
(D) That teachers handle administrative accounts during vacation periods

70. Which mechanism fosters effective operational coordination between the Office Superintendent and Academic Department Heads?
(A) Unilateral administrative circulars issued periodically without prior departmental consultation
(B) Independent departmental filing systems maintained in isolation from the central school office
(C) Joint administrative-academic coordination meetings chaired by the Principal
(D) Transferring non-teaching administrative staff to take up active classroom teaching roles

71. Consider the following areas of interaction between the school office and academic departments:
I. Timely procurement of science lab consumables and library books.
II. Processing leave applications and service records of teaching staff.
III. Preparation and verification of student lists for board examinations.
IV. Formulating daily subject pedagogical lesson plans.
Which of the items listed above require active, continuous coordination between office and academic units?
(A) I and IV only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

72. What is the primary cause of friction between academic staff and office administrative personnel in school settings?
(A) Lack of clear communication regarding procedural timelines and financial rules
(B) Strict adherence and mandatory compliance with daily classroom instructional lesson plans
(C) Equitable and uniform distribution of routine administrative workload among teaching faculty
(D) Mandatory joint participation of all staff members in school co-curricular events

73. To ensure smooth conduct of annual practical board examinations, the office section must coordinate with science faculty primarily regarding:
(A) Conducting mandatory physical fitness tests for all secondary level examination students
(B) Timely procurement of lab materials and processing examiner honorariums
(C) Updating personal service books and service verification records of external examiners
(D) Distributing seasonal student uniforms and sports gear prior to practical examinations

74. How can a Head of School bridge communication gaps between teaching staff and non-teaching office personnel?
(A) By holding completely separate isolated staff meetings for teaching and non-teaching groups permanently
(B) By establishing standardized workflows, joint orientation sessions, and clear goals
(C) By assigning routine clerical and record-keeping duties exclusively to senior classroom teachers
(D) By replacing non-teaching administrative clerks with academic coordinators across all departments

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75. Science teachers complain that lab equipment requisitioned three months ago has not been procured, while the office claims requisitions were improperly formatted. As Head of School, what action best addresses this coordination breakdown?
(A) Standardize requisition forms, orient department heads on procedures, and track requests weekly
(B) Reprimand the complaining science teachers publicly for failing to follow proper formatting guidelines
(C) Outsource all laboratory equipment procurements directly to classroom teachers without office involvement
(D) Cancel all scheduled laboratory practical sessions for the remaining academic session entirely

76. What principle should guide school administrative staff when interacting with parents and members of the public?
(A) Bureaucratic indifference and maintaining

minimum direct response
(B) Redirecting all routine visitor queries directly to higher Directorate officers
(C) Courteous, prompt, and transparent public dealing
(D) Prioritizing personal contacts and acquaintances over standard queue order

77. Which facility is essential for effective visitor management in a large secondary government school?
(A) An open entry policy allowing unrestricted access to all classroom corridors and instructional areas
(B) Direct entry of external visitors into the Principal's personal chamber at all operational hours
(C) Requiring all external visitors to obtain prior written permission directly from the Ministry
(D) A Visitor Reception Counter with a Logbook and identity verification mechanism

78. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Public grievances received in the school office must be recorded in a dedicated Public Grievance Register with a unique tracking number.
Reason (R): Systematic recording ensures accountability, monitored resolution within timeframes, and compliance with administrative norms.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

79. When an aggressive parent visits the school office regarding a student dispute, administrative staff should first:
(A) Engage in a heated verbal argument with the parent to defend institutional administrative dignity
(B) Maintain composure, listen calmly, record the issue, and refer to competent authority
(C) Immediately call local police authorities to remove the parent without hearing their grievance
(D) Refuse to acknowledge the parent's presence or accept any written representation from them

80. What information must mandatory public display boards at the school office reception present under proactive disclosure norms?
(A) Private home addresses and personal cell phone contact details of all teaching and non-teaching staff
(B) Personal financial wealth statements and tax filings of school administrators and principal
(C) Past printed question papers of previous internal terminal and annual examinations
(D) Citizen Charter, office dealing hours, RTI officers, and anti-ragging details

81. Which administrative practice reduces crowd congestion at the administrative office during admission cycles?
(A) Implementing online submission portals and time-slotted verification schedules
(B) Closing school entrance gates completely during regular peak admission hours to restrict entries
(C) Suspending all administrative application processing until peak morning visitor hours have passed
(D) Requiring all prospective student applicants to meet the Head of School individually in person

82. The Citizen Charter of an educational institution serves as a:
(A) Legally binding commercial contract enforceable in courts for institutional vendor procurement deals
(B) Confidential internal policy guide establishing eligibility rules for non-teaching staff promotions
(C) Public declaration specifying service delivery standards, timelines, and grievance redressal
(D) Comprehensive syllabus blueprint and curriculum guide for secondary level social science courses

83. What is the primary purpose of an Office Manual in a government school administration?
(A) To serve as a guide detailing structure, administrative procedures, rules, and staff duties
(B) To provide fictional case studies and pedagogical scenarios for social science classroom teaching

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(C) To publish annual creative writing, poetry, and artistic literary contributions of school students
(D) To replace Central Civil Services rules with autonomous local school executive council decisions

84. Which of the following sections MUST be included in a comprehensive School Office Manual?
(A) Detailed pedagogical lesson plans and subject learning objectives for all senior secondary classes
(B) Comprehensive directory listing local political representatives and municipal council ward members
(C) Seasonal sports tournament match fixtures and physical education extra-curricular schedules
(D) Rules for file maintenance, dak management, record retention, and financial delegation

85. Consider the following statements regarding the contents of a School Office Manual:
I. Detailed procedures for processing leave, LTC, and pension cases.
II. Prescribed formats for official note-sheets and registers.
III. Academic guidelines for internal continuous evaluation.
Which of the statements given above are correct regarding the administrative content of an office manual?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

86. An office manual helps in maintaining administrative consistency primarily because:
(A) It eliminates the necessity of having a permanent Head of School overseeing daily school operations
(B) It provides total statutory immunity to non-teaching ministerial staff from internal financial audits
(C) It ensures uniform rule application and standardized processing across staff transitions
(D) It prevents higher Directorate authorities from inspecting or auditing local institutional records

87. Who is the official authority responsible for issuing approved Office Manuals and procedural guidelines for GNCTD schools?
(A) School Management Committee Parent Co-chairperson
(B) Local municipal ward counselor and committee
(C) External statutory financial auditing firms
(D) Directorate of Education / GNCTD Departments

88. A newly appointed Office Superintendent is unsure about the correct format for drafting a formal show-cause notice under disciplinary rules. Which reference document available in the school should provide standard guidance?
(A) Office Manual on Disciplinary Procedures
(B) Institutional Student Conduct Diary and Rulebook
(C) Annual Institutional School Academic Calendar
(D) Government Annual General Financial Budget Book

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89. An updated Office Manual should contain explicit reference to which digital portal mandatory for public procurement in government bodies?
(A) State Land Records e-Bhoomi Portal
(B) Government e-Marketplace (GeM)
(C) National Career Service Online Portal
(D) Central Educational Swayam Portal

90. Regular updating of an office manual is necessary to ensure that:
(A) Obsolete physical records are automatically destroyed every year without formal board appraisal
(B) Procedures remain aligned with updated government rules and digital initiatives
(C) Non-teaching office staff receive automatic salary promotions upon completing three years of service
(D) The academic curriculum and classroom pedagogical methods remain completely static over long periods

91. In administrative science, "delegation of authority" means:
(A) Granting authority to subordinates for assigned duties while retaining accountability
(B) Total surrender of administrative authority and responsibility by a superior officer to staff
(C) Permanently transferring personal statutory

legal liability to temporary administrative staff
(D) Unilaterally bypassing higher administrative authorities to make state-level policy decisions

92. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Delegation of routine administrative powers by the Head of School is necessary for institutional efficiency.
Reason (R): Delegation relieves the leader of routine operational burden, allowing focus on strategic academic leadership and supervision, without abdicating ultimate responsibility.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

93. Which of the following administrative duties CANNOT be delegated by the Head of School acting as Drawing and Disbursing Officer (DDO)?
(A) Physical verification and entry of daily incoming office mail receipts and circulars
(B) Regular distribution of monthly classroom stationery supplies and chalk to teachers
(C) Preparation of initial draft schedule for annual institutional terminal examinations
(D) Final statutory sign-off on financial accounts and service book entries

94. Effective delegation requires which essential prerequisite?
(A) Ambiguous definition of task parameters and vague assignment of operational responsibilities
(B) Complete non-interference including total elimination of routine administrative performance monitoring
(C) Clear responsibility accompanied by corresponding authority and performance standards
(D) Delegating exclusively unpleasant disciplinary actions and punitive duties to junior staff

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95. A major barrier to effective delegation by a Head of School is often:
(A) Availability of well-trained and highly competent administrative support staff
(B) Micromanagement mindset and fear of losing control
(C) Presence of clear organizational job descriptions across all departmental levels
(D) Establishment of standardized office procedures for routine file clearance

96. When a Head of School delegates the task of stock verification to a committee of senior teachers, the Head of School:
(A) Is completely freed from all future internal audit queries regarding stock discrepancies
(B) Transfers statutory financial liability permanently to the individual committee members
(C) Directly violates mandatory General Financial Rules statutory administrative provisions
(D) Retains administrative oversight and ultimate accountability for findings

97. Which principle of management states that an employee should receive orders from, and be accountable to, only one direct superior?
(A) Principle of Unity of Command
(B) Principle of Delegation
(C) Principle of Span of Control
(D) Principle of Division of Labor

98. "Office Automation" in a government school context primarily refers to:
(A) Replacing all human teachers with artificial intelligence software in classroom instruction
(B) Automating physical school security gate opening mechanisms and external perimeter access control
(C) Integration of computers, digital tools, and software to streamline office tasks
(D) Bypassing government procurement portals through direct automated local commercial purchases

99. Which online e-governance platform is extensively used in GNCTD Directorate of Education schools for integrated administrative, financial, academic, and employee service management?
(A) DoE Management Information System (MIS) Portal
(B) Delhi e-District Governance Public Services Portal

(C) Union Public Service Commission (UPSC) Online Recruitment Portal
(D) Centralized Direct Benefit Transfer (DBT) Disbursement Portal

100. Consider the following key components of office automation in modern educational management:
I. Electronic file tracking and correspondence monitoring.
II. Automated biometric attendance tracking systems.
III. Digitized payroll and online service book management.
IV. Fully automated student evaluation without teacher grading.
Which of the components listed above represent standard administrative office automation applications?
(A) I and IV only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

101. What is the primary advantage of implementing an e-Filing system in school administrative offices?
(A) Substantially increasing physical paper consumption for long-term audit security
(B) Enhanced file tracking, transparency, faster movement, and secure storage
(C) Complete elimination of individual administrative accountability for file approvals
(D) Eliminating the necessity for formal official note-sheet approvals on file cases

102. Which security mechanism is mandatory when submitting financial bills or official correspondence online through central government portals?
(A) Plain text unencrypted email signature appended at message bottom
(B) Scanned copy of hand-written signature attached on plain paper
(C) Digital Signature Certificate (DSC) authentication
(D) Informal oral approval verified directly via official telephone call

103. Digital archiving of historical school records (such as admission registers and marks sheets) helps primarily in:
(A) Completely eliminating student right to record inspection under administrative guidelines
(B) Reducing the official validity period of awarded secondary educational certificates
(C) Substantially increasing administrative processing charges for issuing transcripts
(D) Protecting records against physical damage and enabling instant verification

104. What potential risk in an automated office environment requires robust cybersecurity measures and regular data backups?
(A) Data corruption, malware attacks, and system downtime
(B) Mechanical failure of manual typewriter equipment in the office
(C) Excess physical accumulation of archived paper files in record rooms
(D) Delayed physical mail delivery caused by external postal service issues

105. A school administrative staff member notices that student enrolment data entered on the DoE module contains multiple errors due to hasty typing. What is the most appropriate automated validation mechanism to prevent such issues?
(A) Disabling data entry permissions for non-teaching ministerial staff permanently
(B) Implementing input validation rules and dual-verification workflows
(C) Returning exclusively to physical handwritten paper registers for all data entries
(D) Allowing typing errors to remain uncorrected until annual external financial audits

106. In government offices, "Record Retention Schedules" define:
(A) The specific physical location inside the store room where stationery items are stacked
(B) The mandatory retention period for official records before destruction
(C) The official statutory timeline within which newly appointed employees must complete probation
(D) The restricted seasonal period during which teaching staff are barred from taking casual leave

107. Which statutory register in a school MUST be retained permanently and NEVER destroyed under Record Retention Schedules?
(A) Scholar Register / Admission Register
(B) Daily Non-Teaching Casual Leave Register
(C) Monthly Office Contingency Register
(D) Dispatch Postal Stamp Account Register

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108. Service Books and Service Verification details of retired government servants are retained for a specified period after pension settlement primarily to:
(A) Block future post-retirement re-employment opportunities in the private sector
(B) Provide physical paper raw material for institutional recycling programs
(C) Facilitate audit requirements, pension revisions, and service verification
(D) Restrict access of legal heirs to entitled family pension records and details

109. What is the standard prescribed procedure for destroying official administrative records that have completed their mandatory retention period?
(A) Burning non-active files openly in the school playground without keeping administrative documentation
(B) Selling files directly to local scrap dealers without recording file numbers in the register
(C) Dumping obsolete administrative records in open municipal waste bins outside school premises
(D) Board appraisal, destruction list preparation, HOS sign-off, and rule-based disposal

110. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Financial registers such as Cash Books and Main Ledger Books must be preserved for long prescribed periods (often 10 years or more after audit).
Reason (R): Financial records are subject to statutory post-audit, CAG inspections, and potential judicial proceedings concerning public expenditure.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

111. Records classified as "Class C" files under standard public record classification rules are generally preserved for:
(A) Permanently in safe physical custody across multiple centuries
(B) Specified periods (1 to 10 years) based on departmental utility
(C) Temporary retention periods lasting strictly less than 24 operational hours
(D) Exactly 100 calendar years on a mandatory basis under public archive rules

112. The official responsible for ensuring proper indexing, cataloging, and timely weeding out of old files in the school record section is the:
(A) Senior Physical Education Teacher and Sports In-Charge
(B) Visiting External Statutory Financial Audit Officer
(C) Head School Sanitation Worker and Housekeeping Supervisor
(D) Record Keeper / Ministerial Assistant overseen by OS

113. Which record management document lists all files created in a section during a calendar year, along with their retention classification?
(A) File Index Register
(B) Daily Attendance Register
(C) Stock Voucher Register
(D) Pay Bill Register

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114. Under CCS (Conduct) Rules 1964, unauthorized communication of official confidential information by a school staff member to unapproved individuals is:
(A) Encouraged routinely to promote institutional administrative transparency
(B) A minor technical clerical error carrying no official administrative consequence
(C) A misconduct inviting disciplinary action under CCA rules
(D) Mandatory practice during regular parent-teacher association meetings

115. Which type of document handling requires strict confidential protocols in a school office?
(A) Question papers prior to exams, disciplinary notes, and APAR reports
(B) Annual public sports day event schedule and athletic competition fixtures
(C) Mid-day meal weekly menu notices displayed on student bulletin boards
(D) List of government holidays and official gazetted school vacation dates

116. How should Annual Performance Assessment Reports (APARs) of non-teaching staff be stored in the administrative office?
(A) On open file shelves accessible to all non-

teaching administrative clerks
(B) Prominently uploaded on public school notice boards for open inspection
(C) Kept in the general student library reference section for student borrowing
(D) In secure, locked storage under custody of the Head of School

117. In the context of school office operations, maintaining "data privacy" regarding student records (such as medical history or personal socio-economic status) is mandated by:
(A) Provisions specified in local commercial vendor service contracts
(B) Data protection laws, RTE rules, and administrative ethics
(C) Foreign international educational advisory codes and guidelines
(D) Informal verbal agreements established among active school teachers

118. A dealing assistant takes home an ongoing disciplinary inquiry file regarding a colleague to draft note-sheets during the weekend. Is this practice administrative compliant?
(A) Yes, provided doing so ensures substantially faster administrative output and clearance
(B) Yes, provided the assistant brings the file safely back to office within 48 hours
(C) No, taking confidential records out of office without written permission violates rules
(D) Yes, as long as no pages or documents inside the file folder are lost or damaged

119. Confidential files should be moved within the office using which safe method?
(A) Handing confidential files directly to student monitors for classroom delivery
(B) Leaving files openly on unattended administrative tables during official lunch breaks
(C) Sending unencrypted mobile file photos via public messaging chat groups
(D) Sealed confidential covers / locked transit pads carried by authorized staff

120. If a breach of official confidentiality regarding a board examination paper is detected in a school office, the Head of School must immediately:
(A) Report to police and exam authority, initiate disciplinary action, and secure materials
(B) Completely ignore the matter provided that no formal written public complaint is received
(C) Issue a general informal verbal warning to all enrolled school students during assembly
(D) Destroy all current administrative and examination files stored in the school office

121. Professional conduct of administrative staff in a school office is primarily governed by:
(A) Rules framing decisions of local trade unions
(B) Central Civil Services (Conduct) Rules, 1964
(C) Directives issued by local municipal market associations
(D) General terms of commercial contract acts

122. Which behavior by an office clerk towards a visiting citizen or parent violates official administrative conduct standards?
(A) Expressing verbal frustration, demanding unofficial fees, or showing indifference
(B) Providing clear, polite, and helpful information regarding application processing steps
(C) Courteously directing the visiting citizen directly to the designated official counter
(D) Accepting standard official applications systematically during fixed public dealing hours

123. Under official office etiquette, administrative staff are expected to maintain "impartiality and neutrality," which means:
(A) Treating all stakeholders without bias, political influence, or discrimination
(B) Refusing to assist any visiting member of the general public during office hours
(C) Following personal subjective preferences while processing administrative file applications
(D) Remaining completely neutral and passive during ongoing emergency security incidents

124. Consider the following ethical indicators for school administrative personnel:
I. Punctuality and adherence to prescribed office hours.
II. Proper dress code and professional demeanor.
III. Absolute integrity and devotion to duty.
IV. Accepting personal gifts from school suppliers.
Which of the items listed above represent expected professional conduct?
(A) I and IV only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

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125. Acceptance of lavish hospitality or expensive personal gifts from prospective school commercial contractors by office staff is:
(A) A customary administrative business courtesy fully permitted under all workplace circumstances
(B) Permitted provided the items received are declared publicly on personal social media accounts
(C) Subject exclusively to informal local approval granted by the school student council
(D) A violation of CCS (Conduct) Rules regarding integrity and gifts

126. What action should an Office Superintendent take if a staff member frequently reports late to office without prior leave sanction?
(A) Ignore the issue completely to maintain a friendly, conflict-free workplace atmosphere
(B) Permanently reduce the employee's designated routine administrative workload responsibilities
(C) Mark absent status, counsel employee, and initiate action if persistent
(D) Grant retro-active casual leave automatically without requiring a formal written application

127. Professional office etiquette requires that telephone calls to the school administrative office be answered:
(A) Impersonally and abruptly without ever identifying the administrative institution
(B) Promptly and courteously, stating school name and identity clearly
(C) Exclusively when incoming phone caller numbers are recognized personal contacts
(D) By letting the office phone ring continuously unanswered during peak working hours

128. Grievance redressal at the school office level primarily aims at:
(A) Systematically suppressing employee complaints to present a flawless external public image
(B) Delegating all internal staff operational disputes directly to legal courts immediately
(C) Imposing administrative fines on complaining staff members for raising operational issues
(D) Timely, fair, and objective resolution of staff and public concerns

129. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): An effective internal grievance redressal mechanism improves staff morale and school administrative stability.
Reason (R): Prompt local resolution prevents escalation of minor operational grievances to higher authorities or legal tribunals.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

130. What is the first formal step in handling an official written grievance submitted by a non-teaching staff member regarding pay anomaly?
(A) Rejecting the submitted written grievance verbally without conducting any preliminary examination
(B) Ordering an immediate administrative penalty on the section officer without preliminary inquiry
(C) Acknowledging receipt, entering in register, and examining relevant rules and records
(D) Forwarding the written grievance directly to the Ministry without performing local review

131. Internal Grievance Redressal Committees in government schools must ensure compliance with which principles?
(A) Principles of Natural Justice (audi alteram partem - hearing both sides)
(B) Absolute administrative secrecy without hearing the aggrieved party
(C) Ex-parte decision making in all operational cases
(D) Decisions based strictly on informal social status

132. What dedicated platform in GNCTD allows citizens and employees to lodge online administrative grievances directly monitored by state executive authorities?
(A) Direct GeM Portal
(B) Unified Pension Portal
(C) e-Challan System
(D) CPGRAMS / PGMS Delhi

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133. When a staff grievance involves alleged sexual harassment at the workplace, the Head of School MUST immediately refer the matter to:
(A) The general routine institutional store procurement committee
(B) Internal Complaints Committee under the POSH Act
(C) School sports and extra-curricular advisory committee
(D) External statutory financial audit inspection panel

134. Time-bound disposal of staff grievances in government offices is:
(A) Purely optional with no institutional administrative accountability attached
(B) Strictly prohibited during high-pressure academic examination months
(C) Mandatory under administrative directives and accountability frameworks
(D) Delegated exclusively to external private non-governmental organizations

135. A laboratory assistant submits a representation claiming non-receipt of annual salary increments for two consecutive years. The office clerk claims the file was misplaced. As Head of School, what administrative order should be issued?
(A) Advise the complaining laboratory assistant to wait patiently until retirement for final settlement
(B) Deduct claimed increment amounts from the dealing clerk's personal salary immediately without inquiry
(C) Reject the representation outright due to missing official administrative file records in office
(D) Direct record reconstruction, fix responsibility for file loss, and process back-pay

136. Inventory management for school office supplies is primarily intended to:
(A) Ensure optimal availability of supplies while avoiding stock-outs and wastage
(B) Store maximum possible office inventory regardless of potential expiry or physical damage risks
(C) Sell excess government stationery items directly in local commercial retail markets for cash
(D) Eliminate routine physical verification of official stock registers across all departments

137. Which stock register is used to record items of permanent nature (such as steel almirahs, computers, and office tables)?
(A) Office Consumable Stock Register
(B) Non-Consumable Stock Register
(C) Daily Document Transit Register
(D) Contingent Petty Cash Book Register

138. Items such as printing paper, chalk, ink cartridges, and paper clips must be accounted for in which register?
(A) Consumable Stock Register
(B) Non-Consumable Register
(C) Permanent Service Book
(D) Capital Investment Ledger

139. As per General Financial Rules (GFR), physical verification of fixed assets / non-consumable stores should be conducted at least:
(A) Once every year by an officer other than the custodian of stores
(B) Once every month
(C) Once every ten years
(D) Only when the school head is transferred

140. What is "Buffer Stock" or "Safety Stock" in school administrative inventory control?
(A) Obsolete physical items kept permanently in storage for future scrap disposal auctions
(B) Stock reserved exclusively for private emergency personal use of administrative staff
(C) Reserve stock maintained to mitigate supply disruptions or demand surges
(D) Damaged stock items awaiting formal administrative write-off sanction from authorities

141. The formal process of writing off unserviceable or damaged store items that are beyond economical repair requires:
(A) Throwing unserviceable items out of school premises without keeping administrative documentation
(B) Informal verbal approval obtained from the office peon or junior sanitation attendant
(C) Automatic write-off executed directly by dealing assistant in the physical stock register
(D) Inspection report by a condemnation committee and sanction by competent authority

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142. What inventory control ratio or method categorizes store items based on their value and usage frequency to prioritize control efforts?
(A) Chronological Sorting
(B) Random Sampling Method
(C) ABC Analysis
(D) Alphabetical Indexing

143. Annual Office Calendar and Academic Calendar coordination is critical because:
(A) Non-teaching office staff do not perform official work duties during regular academic sessions
(B) Administrative support processes must align directly with academic operational milestones
(C) Academic teaching activities operate completely independent of administrative office support
(D) It allows administrative offices to remain completely closed during academic examinations

144. Which major administrative activity must be scheduled in the office calendar prior to the commencement of the new academic session?
(A) Audit objection clearance and settlement conducted long after academic session completion
(B) Writing off broken or unserviceable annual sports equipment from stock registers
(C) Preparing final pension and gratuity settlement papers for mid-session staff retirees
(D) Textbook distribution, admission preparation, and classroom supply procurement

145. Coordination between office and academic calendars ensures that financial bill submissions for annual school grants are completed:
(A) Within statutory financial deadlines before March 31st
(B) Long after the official financial year closes during the month of April
(C) At any random time convenient to office staff during summer vacations
(D) Accumulated every three years to be submitted in single bulk batches

146. In the joint annual calendar, when should the physical stock verification of library books and lab inventory ideally be scheduled?
(A) During high-pressure peak annual board examination days throughout school
(B) Exclusively on gazetted national holidays when school grounds are closed
(C) During academic session breaks to prevent disruption to daily classes
(D) During active daily teaching periods while instruction is being delivered

147. A school office fails to synchronize its procurement schedule with the academic calendar, resulting in science lab materials arriving after practical board exams conclude. This failure highlights lack of:
(A) Alignment between administrative timelines and academic needs
(B) Centralized administrative rule enforcement across all departmental sections
(C) Strict external financial audit control exercised by Directorate auditors
(D) Adequate institutional financial budget allocation for science labs

148. The Head of School is planning the annual institutional calendar for the upcoming academic year. To ensure operational harmony, what approach should be adopted?
(A) Prepare the academic calendar in complete isolation and hand it to office staff for mandatory compliance
(B) Adopt external private school calendars directly without making any institutional modifications
(C) Omit all routine office administration deadlines from the annual institutional calendar completely
(D) Jointly draft calendar mapping administrative deadlines against academic milestones

149. Why must the office calendar incorporate explicit timelines for "service book annual verification" and "APAR completion"?
(A) To display staff annual performance appraisal rankings publicly on institutional notice boards
(B) To meet mandatory GNCTD DoE targets and avoid processing delays
(C) To determine daily classroom teaching substitutions and period arrangements for absent teachers
(D) To fulfill external public relations outreach goals and corporate marketing objectives

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150. Harmonious alignment of academic, financial, and office calendars ultimately leads to:

(A) Substantially increased administrative overhead costs and significantly reduced active classroom teaching time

(B) Complete elimination of all non-teaching clerical duties and record-keeping registers in public schools

(C) Maximized institutional efficiency, rule compliance, and enhanced educational delivery

(D) Total operational autonomy of individual composite schools from central Directorate administrative oversight

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ANSWERS

1. (A) To serve as an administrative processing center facilitating institutional goals and support services
School offices in government educational institutions serve primarily as administrative processing units that streamline operational activities. They handle logistics, record management, financial processing, and personnel documentation to support teaching and learning. By functioning as dedicated administrative hubs, school offices ensure that institutional goals are met efficiently while maintaining full compliance with statutory regulations and departmental policies.

2. (C) Information management function
Information management within a school administrative framework encompasses systematic handling of official communications, records, and departmental instructions. Receiving, processing, archiving, and retrieving correspondence ensures seamless operational flow across departments. Effective information systems safeguard institutional history, preserve vital regulatory guidelines, and facilitate timely access to crucial operational data required for effective governance and decision-making processes.

3. (A) Maintaining student attendance registers and dispatching official letters
Routine administrative functions in educational institutions comprise repetitive operational tasks necessary for daily functioning. Registering daily attendance, managing inward and outward correspondence, and keeping essential documentation updated represent standard clerical duties. These regular activities maintain order, support logistical consistency, and ensure that administrative workflows operate smoothly without disrupting the core academic instructional programs of the institution.

4. (A) Both A and R are true and R is the correct explanation of A
A school office functions as the administrative nerve center because it connects central authorities with institutional operational units. Directives, policy circulars, and resource allocation requests are systematically processed through this nodal hub. Serving as a central repository and communication link enables coordinated operations, regulatory compliance, and smooth administrative control throughout the school organization.

5. (B) Monitoring and control
Monitoring and control mechanisms in school administration track compliance with statutory mandates, departmental timelines, and operational directions. Office staff supervise compliance metrics, generate regular progress reports, and enforce established procedural deadlines. This systematic oversight prevents operational delays, ensures administrative accountability, and maintains institutional alignment with overarching educational policies and statutory requirements.

6. (C) Compilation of accurate statistics and records
Accurate data collection and record maintenance provide the essential foundation for informed decision-making by institutional leaders. Administrative staff systematically compile student demographics, staff details, infrastructure metrics, and financial records. These verified datasets allow school heads to allocate resources efficiently, plan administrative strategies, assess institutional performance, and fulfill departmental reporting requirements.

7. (B) I and III only
Essential administrative duties of a school office focus on communication management and record custody rather than classroom instructional methodologies. Handling incoming and outgoing mail along with securing official seals, registers, and statutory documentation constitute core office responsibilities. Maintaining physical and operational security over official documents safeguards administrative integrity and ensures systematic institutional governance.

8. (A) Dak management
Dak management involves the systematic handling, recording, distribution, and dispatch of incoming and outgoing official correspondence

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within an organization. Maintaining dedicated registers for incoming mail and outgoing dispatches ensures clear operational tracking. This structured workflow prevents misplacement of vital instructions, maintains audit trails, and facilitates timely compliance with departmental circulars and official communications.

9. (B) Ensuring prompt, efficient, and cost-effective workflows
Effective office management strives to maximize operational productivity while eliminating unnecessary expenditure and procedural delays. Streamlining workflows reduces friction in document processing and enhances overall service quality. Achieving speed, accuracy, and cost efficiency ensures optimal resource utilization, supporting the educational institution in fulfilling its primary objectives within designated budgetary and statutory boundaries.

10. (B) Efficiency in record storage and retrieval
Systematic record management requires organized filing systems that allow swift location and retrieval of official documents. Poorly cataloged service records create severe operational bottlenecks, delaying crucial employee entitlements like pension processing. Maintaining structured archives and clear indexing minimizes administrative delays, preserves legal documentation, and guarantees efficient service delivery to staff and management.

11. (A) Both A and R are true and R is the correct explanation of A
Educational office management must balance operational efficiency with strict adherence to fiscal rules. Public institutions utilize public funds and must observe the General Financial Rules to maintain financial propriety and public trust. Adhering to structured financial controls prevents misuse of public monies while supporting necessary institutional activities in a transparent and effective manner.

12. (C) Simplification of procedures
Simplifying administrative procedures focuses on removing redundant processing steps, unnecessary approvals, and duplicate documentation. Reducing operational complexity accelerates file movement and enhances overall productivity without compromising accuracy or rule compliance. Streamlined administrative pathways minimize delays, lower administrative overhead, and allow personnel to devote continuous attention to high-priority operational tasks within the institutional organization.

13. (D) Providing adequate working conditions and clear job responsibilities
Human resource welfare in office administration relies on creating supportive physical environments and defining explicit functional roles. Clarifying job expectations reduces workplace stress, avoids role ambiguity, and improves overall employee efficiency. Offering safe ergonomic facilities and reasonable working conditions fosters staff motivation, protects mental and physical well-being, and promotes overall organizational performance.

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14. (B) I, II and IV only
Primary objectives of school office administration include providing operational support for educational activities, keeping legal records, and projecting a positive public image through courteous interaction. Administrative offices remain subject to external regulatory monitoring by supervisory authorities. Fulfilling these support functions ensures institutional compliance, financial integrity, and positive stakeholder engagement across the broader educational community.

15. (B) Compliance with statutory rules, transparency, and fairness
Procedural propriety demands strict adherence to established administrative guidelines, statutory provisions, and principles of natural justice. It ensures that decision-making processes remain transparent, objective, and unbiased across all official administrative actions. Maintaining procedural propriety prevents arbitrary decision-making, protects staff rights, upholds institutional credibility, and ensures full compliance with governing legal and regulatory frameworks.

16. (D) Concentrated in a single central administrative department
Centralized office organization consolidates routine clerical, financial, and record-keeping tasks within a single dedicated department. This structure pools administrative resources, standardizes operating procedures, and provides unified executive supervision over all non-academic support functions. Concentrating administrative tasks reduces equipment

duplication, enhances operational consistency, and simplifies overall management control across the entire institution.

17. (A) Quicker local decision-making and reduced bottlenecking at the central office
Decentralizing office operations empowers individual departmental units to handle localized administrative and routine operational matters directly. Distributing operational authority speeds up decision-making processes and eliminates severe administrative congestion at central processing hubs. Localized handling enhances responsiveness to immediate departmental needs while allowing central management to concentrate on broad strategic planning.

18. (C) Centralization promotes specialization and cost control, whereas decentralization enhances local responsiveness and speed.
Centralized organizational systems optimize cost efficiency, procedural standardization, and specialized skills by unifying administrative processing in one central unit. Conversely, decentralized models delegate administrative authority to operational sub-units, promoting rapid problem resolution and operational flexibility. Choosing between these structures depends on balancing institutional scale, processing volume, desired control level, and operational speed requirements.

19. (A) Combination/Hybrid organizational structure
A hybrid office organization combines aspects of both centralized and decentralized structures to balance operational speed with administrative control. Delegating routine local entries to departments while retaining critical financial processing centrally optimizes administrative efficiency. This balanced approach provides flexible handling of routine activities while maintaining unified control over financial compliance and major statutory documentation.

20. (A) I and II only
Centralizing administrative functions improves supervisory oversight and optimizes physical equipment utilization across organizational units. Unifying clerical workflows minimizes duplicate investments in specialized tools and ensures consistent administrative control. However, centralized systems may experience slower processing times for minor localized queries due to rigid hierarchical channels and centralized file movement requirements.

21. (B) Delayed movement of information and files across distant units
Over-centralization in physically spread-out facilities creates operational delays as documents and files travel long physical distances between departments and central processing offices. Physical separation slows communication channels, increases file processing backlogs, and creates administrative bottlenecks. Balancing physical layout arrangements with operational accessibility is essential for maintaining prompt administrative workflows across large school campuses.

22. (C) Centralized record section managed under direct office supervision
Confidential statutory documents, such as disciplinary proceedings and personnel files, require secure storage under restricted access control. Managing sensitive records within a centralized, supervised record section prevents unauthorized exposure, loss, or tampering. Centralized custody maintains strict security protocols, establishes clear accountability, and ensures full compliance with statutory data privacy standards.

23. (D) Principle of flow of work
The principle of flow of work in office layout planning dictates that physical arrangements should facilitate continuous, straight-line movement of files and activities. Arranging desks and processing stations in logical operational order eliminates unnecessary employee movement, prevents back-tracking, and speeds up task execution, thereby maximizing overall administrative operational efficiency.

24. (A) Creating narrow passages and unnecessary partition walls
Effective office layout design aims to optimize space utilization, promote clear communication, and facilitate smooth movement. Installing unnecessary structural partitions and creating narrow corridors obstructs physical file movement, reduces natural light distribution, and wastes usable floor space. Designing open, well-ventilated work environments enhances administrative coordination, safety compliance, and overall employee operational productivity.

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25. (A) Both A and R are true and R is the correct explanation of A
Positioning the public dealing counter near the main administrative entry restricts public movement within core operational spaces. This arrangement prevents external visitors from wandering through confidential sections or instructional zones. Restricting visitor access safeguards official records, enhances institutional campus security, and minimizes noise and routine operational disruptions for office staff and students.

26. (B) Open-plan layout
An open-plan office layout utilizes large unobstructed floor areas without permanent interior walls or fixed structural dividers. This configuration enhances communication among staff, lowers construction costs, and allows easy layout reconfiguration. Open layouts simplify direct supervisory control, improve natural lighting, and facilitate flexible desk arrangements tailored to changing operational workflow requirements.

27. (A) Maximizing natural light, ventilation, and ergonomic posture support
Ergonomic layout design prioritizes the physical health, comfort, and functional performance of office staff members. Providing adjustable ergonomic seating, adequate workspace lighting, and sufficient ventilation minimizes physical fatigue and repetitive strain injuries. Creating comfortable physical working conditions significantly boosts daily work efficiency, reduces employee absenteeism, and supports sustained operational accuracy.

28. (C) Establish a reception counter and visitor lounge near the main entrance
Uncontrolled visitor access inside academic and administrative areas compromises security and disrupts learning routines. Establishing a designated reception area near the entrance channels public interactions into a controlled space. Reception staff can handle public inquiries, record visitor details, and issue passes, thereby protecting instructional zones and securing sensitive office departments.

29. (D) Principle of flexibility and adaptability
The principle of flexibility in office layout design mandates using adaptable spatial configurations, modular furniture, and non-permanent partitions. This approach ensures that physical workspaces can be reconfigured efficiently to accommodate staff growth, technological upgrades, or procedural changes without requiring costly structural modifications or causing major disruptions to ongoing institutional operations.

30. (C) Keeping fire extinguishers and emergency exits unobstructed
Safety planning in administrative layouts mandates clear emergency evacuation routes and unobstructed access to fire suppression equipment. Keeping corridors, doorways, and safety appliances free from clutter ensures rapid response during emergencies. Regular inspection of safety installations, coupled with clear structural pathways, protects staff, visitors, and vital public records from fire hazards.

31. (B) Supervise ministerial staff, oversee file routing, and ensure rule compliance
The Office Superintendent serves as the chief administrative coordinator of non-teaching personnel within the school office. Responsibilities include supervising clerical staff, monitoring file processing timelines, reviewing note-sheet drafts, and ensuring adherence to statutory government rules. Through active management, the Office Superintendent maintains administrative order, operational accuracy, and procedural propriety across all non-academic branches.

32. (D) Cashier / UDC
The Cashier or Upper Division Clerk manages day-to-day cash transactions, financial entries, and contingency registers under the direct supervision of the Drawing and Disbursing Officer. Responsibilities include maintaining the cash book, disbursing approved funds, issuing receipts, and balancing daily accounts to ensure strict compliance with established financial management rules and audit mandates.

33. (B) I and III only
Non-teaching administrative staff handle non-academic processing duties, including verifying staff leave records, maintaining service books, and compiling monthly salary and contingent expenditure bills. Academic co-curricular activities, conversely, are managed directly by teaching faculty. Separating clerical management from direct pedagogical instruction ensures focused execution of administrative governance within government educational institutions.

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34. (C) The Head of School / DDO and the ministerial clerical staff
The Office Superintendent links executive decision-makers, such as the Head of School, with operational ministerial staff. Translating executive directions into actionable clerical tasks ensures correct file routing and policy enforcement. Similarly, the superintendent reviews ministerial work before executive submission, providing supervisory control and maintaining seamless administrative communication between leadership and support staff.

35. (A) Office Superintendent
The Office Superintendent critically examines routine administrative files, ensuring proper note-sheet construction, accurate reference to preceding cases, and compliance with statutory service regulations before final executive submission. This supervisory review verifies facts, highlights applicable statutory rules, and prevents procedural errors, thereby assisting the Head of School in making legally sound administrative decisions.

36. (D) Ensuring timely leave posting and annual service verification
Administrative staff maintain Service Books as official legal records documenting employee career history, leave entries, pay fixes, and service verifications. Maintaining accurate entries ensures seamless processing of service benefits, career progressions, and post-retirement entitlements. Routine updating and annual verification protect employee rights and ensure institutional compliance with statutory service rules.

37. (A) Both A and R are true and R is the correct explanation of A
Periodic internal inspections by the Head of School are essential to ensure administrative discipline and maintain operational accuracy across all office registers. Supervisory reviews detect record discrepancies early, ensure correct accounting practices, and enforce timely submission of official returns. Regular oversight maintains administrative efficiency, prevents procedural drift, and ensures compliance with external audit standards.

38. (C) Maintaining the Despatch Register and stamp account
The dealing assistant in charge of the dispatch section manages outward official communications. Duties include entering letter details in the Despatch Register, affixing exact postage, and maintaining precise accounts of postal stamps. Proper record-keeping establishes clear proof of mailing, prevents postage misuse, and guarantees smooth official correspondence with government departments and external stakeholders.

39. (D) Digital duplicator / Photocopier
High-volume duplication equipment, such as digital duplicators and multi-function photocopiers, is indispensable for administrative and assessment activities. These machines produce examination papers, administrative circulars, and notices rapidly and economically. Investing in reliable copying technology reduces operating costs, speeds up document distribution, and supports overall operational efficiency during peak administrative and academic periods.

40. (A) Printing postage impressions on outgoing mail envelopes
A franking machine prints prepaid postage impressions directly onto outgoing envelopes, replacing traditional adhesive postage stamps. Utilizing franking technology accelerates postal dispatch processing, eliminates loose stamp management, and ensures accurate accounting of mailing expenses. Government offices leverage franking machines to simplify mail preparation while maintaining precise financial records for postal audits.

41. (B) Entering into Annual Maintenance Contracts (AMC) as per prescribed rules
Maintaining electronic equipment through formal Annual Maintenance Contracts ensures functional reliability and continuous administrative operations. Routine servicing and authorized technical support extend hardware lifespan, prevent unexpected breakdowns, and protect public assets. Entering into maintenance contracts adhering to government procurement norms fulfills statutory rules and ensures reliable operational performance of crucial office equipment.

42. (B) I, II and III only
Biometric attendance systems record precise employee movement, paper shredders destroy

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confidential records securely, and uninterruptible power supplies safeguard electronic data against power surges. These technological tools enhance physical security, maintain accurate attendance records, and protect digital databases. Integrating automated tools strengthens administrative control and improves overall operational integrity in school offices.

43. (A) CO2 / Dry Chemical Powder type fire extinguishers
Electrical equipment clusters pose fire risks that require specialized fire suppression tools. Carbon dioxide and dry chemical powder extinguishers effectively smother electrical fires without conducting electricity or damaging sensitive electronic components. Installing certified fire safety equipment near major office machines is a critical safety measure that protects personnel, assets, and vital electronic infrastructure.

44. (C) Role-based access permissions and strong passwords
Securing electronic administrative records against unauthorized modification requires robust digital security controls. Assigning role-based access permissions ensures that staff members access only data relevant to their official duties. Enforcing strong password policies and user authentication mechanisms prevents data breaches, maintains data integrity, and safeguards sensitive institutional databases from unauthorized internal or external access.

45. (D) Log a service request with authorized maintenance and record it in the logbook
When office equipment experiences breakdown or damage, the supervisor must log a formal service call with authorized maintenance providers and record the event in the equipment logbook. Documenting hardware failures maintains accountability, tracks maintenance history, and ensures repairs proceed under valid service contracts, avoiding unauthorized expenditures or disruption to core administrative workflows.

46. (C) Eisenhower Matrix
The Eisenhower Matrix is a time management framework that categorizes tasks based on urgency and importance into four distinct quadrants. Utilizing this tool enables administrative leaders to prioritize urgent critical actions, schedule essential strategic tasks, delegate routine activities, and eliminate non-value-adding activities. This structured prioritization enhances personal productivity and ensures efficient task management in administrative offices.

47. (B) Unplanned, informal interruptions and haphazard file handling
Unplanned visitor drop-ins, frequent unscheduled interruptions, and unstructured file movement severely impair administrative productivity. Haphazard handling of correspondence causes delays, lost documentation, and operational confusion. Implementing organized file tracking mechanisms, setting structured dealing hours, and maintaining disciplined communication channels mitigate time loss and foster focused, efficient workplace productivity within school administrative offices.

48. (D) To track and ensure timely response to time-bound communications
A pending letter register or tickler file systematically tracks time-sensitive communications, statutory reminders, and compliance deadlines. Monitoring incoming letters requiring official administrative action ensures prompt processing and prevents missed reporting dates. Maintaining structured tracking mechanisms fosters organizational accountability, prevents procedural delays, and guarantees full compliance with official directives issued by higher educational authorities.

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49. (A) Effective delegation of routine tasks to qualified office staff
Delegating routine clerical, operational, and record-keeping duties to qualified office personnel enables institutional leaders to manage administrative workloads efficiently. Entrusting support staff with routine tasks frees time for school heads to focus on strategic leadership, academic quality improvement, and staff development. Effective delegation balances operational control while enhancing overall organizational effectiveness.

50. (A) Both A and R are true and R is the correct explanation of A
Establishing fixed public visiting hours streamlines visitor management and protects focus work time for administrative staff. Dedicated dealing windows allow visitors to address inquiries efficiently, while reserving uninterrupted blocks of time for office personnel to process complex files, update registers, and

handle financial accounting. This balanced approach improves public relations while maintaining administrative productivity.

51. (A) Work simplification
Work simplification refers to the systematic analysis and elimination of unnecessary administrative steps, redundant approvals, and wasteful movements. Streamlining procedural workflows accelerates task completion, lowers operational costs, and minimizes human error. Applying work simplification principles boosts overall organizational efficiency, ensuring administrative support units deliver timely and accurate services to all stakeholders.

52. (D) By scheduling predictable regulatory deadlines and financial submissions systematically
An annual office activity calendar provides a structured timeline mapping out predictable administrative responsibilities, statutory deadlines, budget submissions, and audit cycles across the academic year. Pre-planning recurrent tasks prevents last-minute panics, balances staff workloads, and ensures timely compliance with departmental regulations. Structured scheduling enhances time management and administrative reliability.

53. (B) Eliminating redundant steps, minimizing physical movement, and streamlining file flow
Work simplification in administrative procedures focuses on streamlining document flow, removing unnecessary approvals, and minimizing physical travel within workspaces. Redesigning workflows improves operational speed, cuts clerical effort, and reduces human error while preserving necessary accountability controls. Efficient processes enable administrative teams to deliver reliable operational support without compromising regulatory compliance or statutory records.

54. (C) Flow process chart
A flow process chart visually maps every sequential step, movement, delay, and inspection involved in completing an administrative procedure. Analyzing work sequences using process mapping helps administrators identify operational bottlenecks, redundant tasks, and unnecessary physical transit. This analytical approach provides the foundation for redesigning workflows, simplifying procedures, and enhancing administrative efficiency in organizations.

55. (D) Standardizing data collection and reducing processing errors
Standardized administrative forms collect required data elements systematically, ensuring uniformity across applications and submissions. Pre-printed or digital formats guide applicants to provide complete information, reducing missing entries and processing delays. Utilizing standardized forms simplifies clerical verification, accelerates file routing, lowers error rates, and ensures equal treatment during routine administrative evaluations.

56. (A) I and II only
Combining clerical steps into unified forms and adopting digital workflows streamline administrative processes effectively. Minimizing manual entries and physical document handoffs reduces operational delays and processing errors. Conversely, multiplying approval signatures increases procedural complexity and creates bottlenecks. True work simplification focuses on removing redundant steps while maintaining essential oversight and regulatory compliance.

57. (B) Workflow streamlining
Streamlining administrative workflows involves removing non-essential approval layers for routine transactions within pre-approved financial limits. Eliminating redundant supervisory checks accelerates procurement without weakening financial oversight. Delegating minor routine approvals within explicit statutory delegated powers enhances operational responsiveness, cuts administrative costs, and maintains full procedural integrity in general financial management.

58. (B) Procedure analysis
Procedure analysis systematically examines administrative processes step-by-step to identify inefficiencies, delays, and duplicated efforts. Evaluating task sequences, document requirements, and handoff points enables management to restructure workflows for optimal speed and accuracy. Conducting periodic procedure analysis helps organizations maintain lean administrative operations, adapt to changing technology, and improve service delivery.

59. (A) Work simplification
Consolidating multiple repetitive register entries into a unified master ledger and implementing

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single-window processing exemplifies practical work simplification. Reducing manual handoffs eliminates administrative friction, shortens processing turnaround times, and minimizes clerical recording errors. Streamlining document clearance enhances staff productivity and improves internal service quality while retaining necessary verification records and statutory supervisory oversight.

60. (C) Internal audit control, accountability, and statutory compliance
While simplifying administrative tasks improves processing speed and operational efficiency, it must never compromise internal controls, fiscal accountability, or statutory rule compliance. Simplification initiatives must preserve essential audit trails, legal records, and authorization checks. Maintaining robust regulatory checks ensures public transparency, prevents financial improprieties, and protects institutional integrity under government regulations.

61. (D) Written step-by-step instructions for carrying out routine office operations consistently
Standard Operating Procedures are formalized, written guidelines detailing exact steps required to complete routine administrative tasks. SOPs establish operational consistency, define staff roles, and ensure compliance with governing rules across departments. Implementing clear procedural manuals reduces operational errors, accelerates onboarding for new personnel, and maintains administrative continuity during staff transfers or absences.

62. (C) Maintaining operational continuity and service quality during staff transfers
Establishing Standard Operating Procedures documents organizational knowledge and procedural steps clearly, enabling seamless transitions during staff turnover or administrative reassignments. Standardized instructions allow incoming personnel to execute routine tasks correctly without extensive retraining or service interruption. Clear SOPs protect service quality, maintain operational compliance, and prevent dependency on specific individuals.

63. (B) Designated PIO, statutory timeframes, register entries, and fee rules
Standard Operating Procedures for handling Right to Information applications must delineate the Public Information Officer's mandatory duties, statutory response timeframes, fee collection procedures, and tracking register entries. Delineating clear processing workflows ensures strict compliance with transparency legislation, prevents statutory default penalties, and facilitates timely, accurate public access to disclosable official administrative records.

64. (A) Both A and R are true and R is the correct explanation of A
Maintaining updated SOPs for emergency financial disbursements and stock procurement ensures operational readiness without compromising financial propriety. Pre-defined procedures specify mandatory authorization channels, documentation standards, and expenditure limits during urgent situations. Standardized workflows facilitate quick emergency response, preserve transparent audit trails, and ensure full compliance with statutory financial rules.

65. (A) Delhi School Education Rules 1973 and DoE admission circulars
Developing admission verification procedures for government schools requires strict adherence to the Delhi School Education Act and Rules, alongside official departmental circulars. These legal frameworks define eligibility criteria, age norms, reservation policies, and mandatory verification documents. Delineating admission SOPs based on statutory provisions guarantees non-discriminatory processing, legal compliance, and transparent administrative execution.

66. (C) Incorporate new administrative instructions, digital portals, and GNCTD rule amendments
Periodically updating Standard Operating Procedures ensures administrative practices remain closely aligned with changing statutory regulations, executive orders, and modern e-governance platforms. Updating procedural manuals integrates digital portals into daily workflows and corrects operational inefficiencies identified during reviews. Regular updates maintain procedural accuracy, support legal compliance, and enhance institutional administrative efficiency.

67. (A) Sectional SOP manual and Job Chart
Providing newly appointed administrative staff with a sectional SOP manual and job chart clarifies specific operational duties, reporting lines, and task procedures. Formal guidance

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documentation accelerates employee orientation, minimizes operational errors, and establishes performance standards from day one. Clear job descriptions foster accountability and enable personnel to handle assigned files efficiently.

68. (D) Stock Register
Standard procedures for managing store inventory mandate entering every receipt, issue, and balance of goods into official Stock Registers. Maintaining updated consumable and non-consumable stock records provides clear physical accountability, supports inventory audits, and prevents material loss or misappropriation. Proper register maintenance ensures smooth stock verification and effective material management.

69. (B) Smooth logistical, financial, and material support for academic activities
Continuous coordination between the administrative office and academic departments ensures timely provision of teaching materials, classroom facilities, and financial sanctions. Administrative support enables academic staff to focus on teaching without experiencing operational delays or supply shortages. Effective inter-departmental collaboration optimizes resource utilization and creates an efficient environment conducive to student learning.

70. (C) Joint administrative-academic coordination meetings chaired by the Principal
Conducting regular joint coordination meetings chaired by institutional leadership fosters open dialogue between administrative and academic personnel. These forums allow staff to discuss operational requirements, clarify submission deadlines, and resolve administrative bottlenecks collaboratively. Joint planning harmonizes administrative schedules with academic timelines, preventing operational friction and ensuring smooth institutional governance.

71. (B) I, II and III only
Effective school administration requires close coordination between office staff and teachers for procuring laboratory supplies, processing staff service records, and verifying student examination registrations. Lesson planning, however, remains an exclusive pedagogical responsibility of teaching faculty. Collaborating on operational tasks ensures material availability, administrative accuracy, and timely compliance with external board requirements.

72. (A) Lack of clear communication regarding procedural timelines and financial rules
Friction between teaching faculty and administrative personnel often stems from misunderstandings regarding statutory financial rules, document verification requirements, and processing timelines. When administrative requirements are communicated vaguely or late, delays occur, causing mutual frustration. Establishing clear communication channels and transparent guidelines aligns expectations, reduces administrative friction, and promotes professional collaboration.

73. (B) Timely procurement of lab materials and processing examiner honorariums
Conducting practical board examinations requires close collaboration between academic faculty and office staff to ensure timely availability of laboratory consumables and prompt payment of external examiners. The administrative office manages procurement and financial disbursements, while teachers handle practical setups. Harmonious coordination ensures smooth examination administration and fulfills statutory board mandates.

74. (B) By establishing standardized workflows, joint orientation sessions, and clear goals
Bridging communication gaps between teaching and administrative staff requires institutional leaders to implement standardized operational workflows, joint orientation programs, and shared institutional goals. Clarifying administrative roles and financial compliance rules builds mutual respect and understanding. Unified teamwork reduces operational friction, streamlines file processing, and enhances overall institutional administrative effectiveness.

75. (A) Standardize requisition forms, orient department heads on procedures, and track requests weekly
Resolving procurement breakdowns requires standardizing purchase requisition forms, training department heads on correct financial submission rules, and tracking file progress weekly. Establishing transparent procurement procedures eliminates errors, reduces delays, and restores administrative harmony. Systematic oversight ensures that essential academic

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equipment and materials arrive on time to support student learning.

76. (C) Courteous, prompt, and transparent public dealing
Public interaction principles in educational offices demand polite, timely, and transparent service delivery to parents and citizens. Office staff must provide accurate information, handle inquiries respectfully, and adhere to established service standards. Professional public dealing enhances public trust, builds positive community relationships, and reflects the institutional integrity of government educational management.

77. (D) A Visitor Reception Counter with a Logbook and identity verification mechanism
Managing campus visitor flow requires establishing a dedicated reception counter equipped with entry logbooks and identity verification mechanisms near the main gate. Recording visitor credentials before permitting entry prevents unauthorized access to academic instructional zones. Controlled visitor management protects student safety, safeguards confidential administrative areas, and ensures structured public interaction.

78. (A) Both A and R are true and R is the correct explanation of A
Logging public grievances in a dedicated register with unique tracking numbers ensures administrative accountability and monitored resolution. Systematic recording enables institutional heads to track grievance status, enforce time-bound redressal, and identify recurring operational issues. Structured grievance management improves public satisfaction, maintains service standards, and fulfills statutory governance requirements.

79. (B) Maintain composure, listen calmly, record the issue, and refer to competent authority
Handling agitated visitors requires administrative staff to remain calm, exercise self-control, and actively listen to concerns without engaging in confrontation. Systematically documenting grievances and referring complex matters to competent authorities ensures fair evaluation under statutory rules. Professional conflict resolution defuses tension, preserves institutional dignity, and upholds standard administrative ethics.

80. (D) Citizen Charter, office dealing hours, RTI officers, and anti-ragging details
Proactive public disclosure norms mandate displaying crucial administrative information at primary public access points. Information boards must feature the Citizen Charter, public dealing hours, designated Right to Information officers, and anti-ragging policies. Clear public notices enhance institutional transparency, inform stakeholders of service timelines, and promote accountable, accessible public administration.

81. (A) Implementing online submission portals and time-slotted verification schedules
Mitigating administrative overcrowding during admission periods relies on adopting digital application portals and scheduled verification time slots. Staggering applicant visits reduces physical queues, prevents campus congestion, and speeds up document verification. Utilizing e-governance solutions improves processing accuracy, enhances public convenience, and ensures orderly, safe administration during high-volume operational cycles.

82. (C) Public declaration specifying service delivery standards, timelines, and grievance redressal
A Citizen Charter is an institutional public commitment outlining administrative service standards, processing timeframes, employee responsibilities, and grievance redressal channels. Publishing a charter promotes administrative transparency, sets clear expectations for public dealing, and empowers citizens to demand timely service delivery. It reflects organizational commitment to accountable, efficient, and user-centric governance.

83. (A) To serve as a guide detailing structure, administrative procedures, rules, and staff duties
An Office Manual provides a comprehensive reference guide outlining organizational hierarchy, administrative procedures, financial delegations, and job descriptions. It standardizes operational workflows and serves as an authoritative operational guide for staff. Maintaining an updated manual promotes administrative consistency, simplifies employee orientation, and ensures procedural compliance across institutional branches.

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84. (D) Rules for file maintenance, dak management, record retention, and financial delegation
Essential sections of a school office manual encompass core administrative regulations, including dak management, file routing protocols, record retention schedules, and financial delegation limits. Documenting these administrative procedures establishes operational uniformity and ensures staff adhere to statutory rules. Comprehensive manuals prevent procedural errors and support effective internal governance throughout the organization.

85. (A) I and II only
School office manuals focus on non-academic administrative procedures, such as processing leave, LTC, and pension cases, along with prescribing standard note-sheet formats and official registers. Academic evaluation guidelines, however, belong to pedagogical frameworks. Maintaining detailed administrative manuals ensures procedural standardization, statutory compliance, and accurate file processing in government schools.

86. (C) It ensures uniform rule application and standardized processing across staff transitions
Office manuals ensure administrative consistency by establishing standardized guidelines for handling administrative tasks. Clear procedural documentation prevents individual personnel from applying rules arbitrarily or changing processes upon transfer. Standardized guidelines maintain organizational continuity, preserve institutional memory, and guarantee uniform, impartial administrative treatment for all staff and public applicants across the institution.

87. (D) Directorate of Education / GNCTD Departments
Executive manuals and administrative rules for government schools are issued authoritatively by the Directorate of Education and relevant state departments. These central guidelines establish standard operating rules, financial powers, and administrative protocols across all subordinate schools. Subordinate offices must operate strictly within these authorized policy frameworks to ensure administrative uniformity and legality.

88. (A) Office Manual on Disciplinary Procedures
Drafting disciplinary documents, such as show-cause notices, requires strict adherence to prescribed legal formats detailed in the Office Manual on Disciplinary Procedures and CCA Rules. Referring to authoritative manuals ensures legal accuracy, proper statutory wording, and procedural fairness. Adhering to standard templates protects disciplinary orders against legal challenges during judicial or administrative reviews.

89. (B) Government e-Marketplace (GeM)
Public procurement regulations mandate utilizing the Government e-Marketplace portal for purchasing common-use goods and services in government institutions. Office manuals must incorporate GeM procurement guidelines, approval limits, and online bidding workflows. Adhering to mandatory digital procurement portals ensures financial transparency, competitive pricing, and full compliance with General Financial Rules.

90. (B) Procedures remain aligned with updated government rules and digital initiatives
Regularly updating office manuals ensures institutional procedures stay aligned with amended civil service rules, updated financial regulations, and new e-governance platforms. Obsolete procedures lead to non-compliance, audit objections, and operational delays. Periodic reviews incorporate modernized administrative practices, enhancing operational efficiency and ensuring legal compliance across all office operations.

91. (A) Granting authority to subordinates for assigned duties while retaining accountability
Delegation of authority involves conferring operational power to subordinates to carry out specific administrative duties while the delegating superior retains ultimate statutory accountability. Delegation empowers staff, distributes workload, and speeds up task execution. Effective delegation requires defining clear operational boundaries, providing necessary authority, and maintaining supervisory oversight through periodic reviews.

92. (A) Both A and R are true and R is the correct explanation of A
Delegating routine administrative tasks enables school heads to shift focus from minor clerical management to strategic academic leadership and instructional supervision. Assigning operational duties to qualified subordinates optimizes time utilization while preserving executive oversight.

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Effective delegation maintains administrative momentum, empowers support personnel, and ensures the leader retains ultimate accountability for institutional performance.

93. (D) Final statutory sign-off on financial accounts and service book entries
Certain statutory responsibilities, such as final financial sign-offs, authorization of cash book balances, and official certification of service books, cannot be delegated by Drawing and Disbursing Officers. These primary statutory duties require personal executive authentication to ensure financial accountability, legal compliance, and personal responsibility under established government financial rules.

94. (C) Clear responsibility accompanied by corresponding authority and performance standards
Successful delegation requires matching assigned duties with adequate authority, resources, and explicit performance criteria. Subordinates must understand task expectations, reporting timelines, and operational parameters clearly. Providing authority commensurate with responsibility enables staff to execute tasks independently, while clear performance standards allow superiors to monitor outcomes effectively without micromanaging.

95. (B) Micromanagement mindset and fear of losing control
A primary obstacle to delegation is an administrator's micromanagement mindset, driven by reluctance to share authority and fear of subordinate errors. Reluctance to delegate leads to executive burnout, administrative delays, and underutilized support staff. Overcoming this barrier requires organizational trust, clear task guidelines, structured monitoring, and supervisory confidence in staff capabilities.

96. (D) Retains administrative oversight and ultimate accountability for findings
Although delegating physical stock verification to a senior teacher committee distributes operational tasks, the Head of School retains ultimate administrative accountability for verification outcomes and inventory discrepancies. Subordinate committees carry out verification processes, but executive oversight, final report approval, and corrective action remain the non-delegable statutory responsibility of institutional leadership.

97. (A) Principle of Unity of Command
The principle of Unity of Command dictates that each employee should receive orders from and remain accountable to only one direct superior officer. This administrative principle prevents conflicting instructions, avoids operational confusion, and clarifies supervisory reporting lines. Maintaining unity of command simplifies accountability and ensures structured organizational discipline within administrative offices.

98. (C) Integration of computers, digital tools, and software to streamline office tasks
Office automation in educational governance refers to integrating digital equipment, administrative software, and networked databases to streamline document processing and official communication. Digitizing workflows replaces slow manual record-keeping with automated databases, digital signatures, and e-filing systems. Automation enhances processing speed, improves record security, and increases overall administrative efficiency.

99. (A) DoE Management Information System (MIS) Portal
The Management Information System portal of the Directorate of Education serves as the centralized digital platform for managing administrative, financial, academic, and employee service records across government schools. The portal facilitates online admissions, staff transfers, salary bill generations, and student tracking, providing real-time data access, operational transparency, and streamlined institutional governance.

100. (B) I, II and III only
Standard office automation applications in educational management include electronic file tracking, biometric attendance monitoring, and digitized payroll management systems. Student academic assessment, however, requires professional teacher evaluation and cannot be fully automated. Automated administrative tools reduce manual clerical workloads, ensure data accuracy, and strengthen management control across institutional support operations.

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101. (B) Enhanced file tracking, transparency, faster movement, and secure storage
Implementing electronic filing systems in school administration provides real-time document tracking, speeds up file movement, and secures digital record storage. E-filing eliminates physical file loss, creates clear digital audit trails, and enhances operational transparency. Digital processing accelerates decision-making, lowers physical paper consumption, and improves overall organizational administrative performance.

102. (C) Digital Signature Certificate (DSC) authentication
Digital Signature Certificates provide cryptographic security and legal non-repudiation when processing financial bills, official letters, and statutory submissions online through government portals. Utilizing DSC authentication verifies the identity of authorizing officials and safeguards digital documents against unauthorized alterations. Enforcing digital signatures ensures security, compliance, and legal validity in e-governance workflows.

103. (D) Protecting records against physical damage and enabling instant verification
Digitally archiving historical educational records, such as admission registers and marks sheets, protects vital documents from physical decay, insect damage, or natural hazards. Digital archives enable instant record verification, simplify transcript issuance, and preserve institutional history permanently. Digitization reduces physical storage space requirements while facilitating rapid, secure retrieval of archived documents.

104. (A) Data corruption, malware attacks, and system downtime
Operating automated administrative systems exposes institutions to digital cyber risks, including data corruption, malware infections, unauthorized data access, and unexpected hardware downtime. Mitigating these security threats requires implementing firewalls, updating antivirus protection, enforcing strict access controls, and maintaining routine off-site data backups. Proactive cybersecurity safeguards administrative databases and maintains operational continuity.

105. (B) Implementing input validation rules and dual-verification workflows
Preventing administrative data entry errors on digital management portals relies on configuring automated input validation rules and dual-verification workflows. Automated system validation checks highlight formatting errors immediately, while supervisory verification ensures data accuracy before final submission. Implementing validation controls protects database integrity, prevents administrative re-work, and maintains accurate student and service records.

106. (B) The mandatory retention period for official records before destruction
Record Retention Schedules specify mandatory retention periods during which administrative, financial, and personnel records must be preserved before authorized disposal. These statutory schedules categorize records based on legal utility, historical value, and audit requirements. Adhering to retention guidelines prevents premature destruction of legal documents while enabling systematic disposal of obsolete files.

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107. (A) Scholar Register / Admission Register
The Scholar Register or Admission Register is a vital legal document recording historical student enrollment details, birth dates, and academic progression. Under record retention guidelines, admission registers must be preserved permanently. Maintaining permanent custody of scholar registers safeguards student academic credentials, facilitates legal identity verifications, and preserves the primary historical record of the institution.

108. (C) Facilitate audit requirements, pension revisions, and service verification
Retaining service records and verification details of retired employees for specified periods after pension settlement fulfills statutory post-audit and administrative requirements. Archived service records assist in resolving post-retirement pension revisions, family pension claims, and judicial inquiries. Preserving official service files safeguards former employees' rights and ensures compliance with government pension regulations.

109. (D) Board appraisal, destruction list preparation, HOS sign-off, and rule-based disposal
Destroying obsolete administrative records requires strict adherence to statutory weeding-

out procedures. The process involves identifying expired records, preparing destruction lists, evaluating files via an appraisal board, and securing written approval from the Head of School. Formally documenting record disposal prevents unauthorized destruction of legal files, preserves audit trails, and maintains record management propriety.

110. (A) Both A and R are true and R is the correct explanation of A
Statutory rules require preserving financial ledgers and cash books for extended periods following audit completion. Extended retention is necessary because public expenditure records remain subject to post-audits, CAG inspections, and potential legal proceedings. Retaining financial records safeguards institutional financial integrity, provides evidence during statutory inquiries, and ensures compliance with General Financial Rules.

111. (B) Specified periods (1 to 10 years) based on departmental utility
Class C official records comprise secondary administrative correspondence and routine operational files possessing temporary administrative value. Under public record rules, Class C files are retained for specified periods, typically ranging from one to ten years, based on departmental utility. Periodically reviewing and weeding out Class C records prevents archive congestion while maintaining useful files.

112. (D) Record Keeper / Ministerial Assistant overseen by OS
The Record Keeper or designated ministerial assistant, under the direct supervision of the Office Superintendent, manages the school record room. Duties include indexing incoming files, maintaining systematic storage catalogs, retrieving requested records, and initiating weeding-out procedures per retention schedules. Systematic record section management ensures document safety and enables swift file retrieval for office operations.

113. (A) File Index Register
The File Index Register records every administrative file created within an office branch during a calendar year, along with its subject title and retention classification. Maintaining a comprehensive file index enables quick location of stored documents and tracks file lifecycle stages. Structured indexing supports organized record management, simplifies annual file reviews, and prevents file misplacement.

114. (C) A misconduct inviting disciplinary action under CCA rules
Unauthorized disclosure of official confidential information by a public servant violates the Central Civil Services Conduct Rules. Disclosing sensitive records without proper authorization compromises official integrity and constitutes official misconduct. Employees committing such breaches face disciplinary proceedings and penalties under Civil Services Classification, Control, and Appeal Rules, upholding administrative confidentiality and institutional security.

115. (A) Question papers prior to exams, disciplinary notes, and APAR reports
Sensitive administrative materials, such as unadministered examination question papers, internal disciplinary proceeding notes, and annual performance appraisal reports, require strict confidential handling protocols. Safeguarding these documents prevents examination leaks, protects individual privacy, and ensures unbiased administrative evaluations. Preserving confidentiality over sensitive records maintains administrative credibility, institutional security, and organizational trust.

116. (D) In secure, locked storage under custody of the Head of School
Annual Performance Assessment Reports contain sensitive evaluations of employee performance and conduct, requiring strict storage protocols. APAR folders must be stored in secure, locked cabinets under the direct personal custody of the Head of School. Restricted custody prevents unauthorized inspection, protects staff privacy, and maintains the integrity of official appraisal records.

117. (B) Data protection laws, RTE rules, and administrative ethics
Maintaining data privacy regarding sensitive student information, including socio-economic backgrounds and health records, is legally mandated by data protection statutes, Right to Education provisions, and administrative ethics codes. Safeguarding personal data prevents unauthorized profiling and protects student dignity. School offices must implement secure

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data protocols to ensure confidentiality and fulfill legal obligations.

118. (C) No, taking confidential records out of office without written permission violates rules
Removing official administrative records or disciplinary files from office premises without explicit written permission from competent authority violates conduct rules and security protocols. Taking files home risks document loss, unauthorized disclosure, and record tampering. Administrative personnel must process official files exclusively within office premises, maintaining record security and strict procedural propriety.

119. (D) Sealed confidential covers / locked transit pads carried by authorized staff
Moving confidential documents within or between administrative offices requires using sealed confidential covers or locked transit pads handled exclusively by authorized personnel. Secure transit protocols prevent unauthorized exposure, document interception, or misplacement during transit. Enforcing physical security measures during record movement safeguards sensitive administrative information and maintains institutional document integrity.

120. (A) Report to police and exam authority, initiate disciplinary action, and secure materials
Detecting a security breach involving board examination papers requires immediate, decisive administrative action by the Head of School. Leadership must report the breach to law enforcement and examination authorities, secure compromised materials, and initiate formal disciplinary action under rules. Immediate reporting and containment preserve examination integrity, uphold public trust, and enforce statutory accountability.

121. (B) Central Civil Services (Conduct) Rules, 1964
Professional conduct, ethical standards, and operational discipline among administrative staff in government educational institutions are governed by the Central Civil Services Conduct Rules. These rules establish standards regarding integrity, devotion to duty, political neutrality, and conflict of interest. Adhering to statutory conduct regulations ensures professional discipline, administrative propriety, and public trust in government service.

122. (A) Expressing verbal frustration, demanding unofficial fees, or showing indifference
Displaying verbal frustration, exhibiting indifference, or soliciting unofficial payments from visiting citizens violates fundamental administrative conduct rules and ethics standards. Public servants must maintain courtesy, integrity, and helpfulness during public dealings. Misconduct toward citizens damages institutional reputation, invites formal disciplinary action, and violates statutory service standards established for government public administration.

123. (A) Treating all stakeholders without bias, political influence, or discrimination
Administrative neutrality and impartiality mandate that public officials serve all stakeholders objectively without personal bias, political influence, or discrimination. Office staff must evaluate applications and process files strictly according to governing rules and merit. Maintaining operational impartiality ensures fair treatment, preserves public trust, and upholds statutory integrity in government public educational governance.

MCQGRT

124. (B) I, II and III only
Professional administrative conduct requires punctuality, appropriate workplace attire, professional demeanor, and absolute personal integrity. Accepting personal gifts from commercial suppliers, however, violates ethical conduct rules and constitutes misconduct. Maintaining professional ethics and refusing improper benefits preserves administrative objectivity, ensures fair vendor dealing, and upholds public trust in government educational institutions.

125. (D) A violation of CCS (Conduct) Rules regarding integrity and gifts
Accepting personal gifts, lavish hospitality, or monetary benefits from commercial vendors or contractors violates Central Civil Services Conduct Rules concerning integrity and gift limits. Receiving improper favors compromises official independence and creates severe conflicts of interest. Strict compliance with gift regulations prevents financial improprieties, ensures transparent procurement, and maintains public service credibility.

126. (C) Mark absent status, counsel employee, and initiate action if persistent
Addressing habitual tardiness requires administrative supervisors to enforce attendance discipline by recording unexcused absences, counseling the employee, and initiating formal administrative action if tardiness persists. Permitting unexcused absence compromises office productivity and morale. Maintaining attendance discipline ensures operational reliability, enforces administrative compliance, and preserves organizational order in government offices.

127. (B) Promptly and courteously, stating school name and identity clearly
Professional administrative etiquette requires answering incoming telephone calls promptly and courteously while identifying the institution and speaker clearly. Polite phone communication provides accurate information efficiently and projects a professional institutional image. Establishing clear telephone etiquette enhances public relations, facilitates smooth communication with external stakeholders, and demonstrates commitment to responsive public service.

128. (D) Timely, fair, and objective resolution of staff and public concerns
Grievance redressal mechanisms in school administration focus on resolving public and employee concerns in a timely, fair, and objective manner. Addressing complaints promptly prevents escalation, corrects operational defects, and protects individual rights. Effective grievance handling improves staff morale, enhances public satisfaction, and strengthens administrative accountability across all government educational organizations.

129. (A) Both A and R are true and R is the correct explanation of A
Establishing an efficient internal grievance redressal system boosts workplace morale and maintains administrative stability. Addressing staff concerns locally prevents minor operational disputes from escalating into formal litigation or external tribunal appeals. Prompt local dispute resolution fosters institutional trust, lowers administrative costs, and promotes a harmonious working environment across school departments.

130. (C) Acknowledging receipt, entering in register, and examining relevant rules and records
The initial procedural step in handling a formal staff pay grievance is acknowledging receipt, logging the complaint in the grievance register, and examining service records against applicable pay rules. Systematic logging establishes accountability and tracks resolution progress. Thorough examination of governing pay regulations ensures fair, fact-based grievance evaluation and legally sound administrative decisions.

131. (A) Principles of Natural Justice (audi alteram partem - hearing both sides)
Internal grievance redressal committees must adhere strictly to Principles of Natural Justice, particularly ensuring that all affected parties receive a fair hearing before decisions are made. Procedural fairness requires unbiased evaluation, transparent proceedings, and reasoned findings. Observing natural justice principles protects individual rights, prevents arbitrary administrative actions, and ensures legal defensibility.

132. (D) CPGRAMS / PGMS Delhi
The Public Grievance Monitoring System and CPGRAMS serve as dedicated e-governance platforms enabling citizens and government employees to lodge administrative grievances directly for executive monitoring. These centralized digital portals track complaint progress, enforce mandatory resolution timeframes, and require detailed action reports from authorities, ensuring accountable, transparent public grievance redressal.

133. (B) Internal Complaints Committee under the POSH Act
Allegations of workplace sexual harassment must be referred immediately to the Internal Complaints Committee constituted under the Prevention of Sexual Harassment Act. The ICC possesses statutory authority to investigate complaints, conduct impartial inquiries, and recommend corrective actions. Referring complaints to the ICC ensures legal compliance, protects victim safety, and upholds workplace dignity.

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134. (C) Mandatory under administrative directives and accountability frameworks
Time-bound disposal of staff and public grievances is mandatory under government administrative directives, citizen charters, and service delivery frameworks. Authorities must resolve complaints within prescribed statutory timeframes, submitting periodic compliance reports to oversight bodies. Enforcing timely redressal minimizes administrative delays, enhances organizational responsiveness, and holds administrators accountable for public service delivery.

135. (D) Direct record reconstruction, fix responsibility for file loss, and process back-pay
When employee service files are misplaced, the Head of School must order immediate file reconstruction using verified secondary documents, fix administrative responsibility for file loss, and process withheld pay increments. Administrative inaction due to lost files compromises employee rights. Reconstructing records ensures statutory compliance, resolves financial grievances, and upholds administrative fairness.

136. (A) Ensure optimal availability of supplies while avoiding stock-outs and wastage
Inventory management in school administrative offices strives to maintain optimal stock levels of essential supplies while avoiding stock shortages, overstocking, and material deterioration. Systematic inventory control balances operational supply requirements against budget limits. Effective store management prevents capital tie-up, eliminates waste, and ensures continuous availability of vital administrative materials.

137. (B) Non-Consumable Stock Register
Permanent physical assets, equipment, and durable furniture, such as almirahs, computers, and office desks, must be recorded in the Non-Consumable Stock Register. This register tracks asset acquisition dates, cost, physical location, and custodian details. Maintaining non-consumable stock records provides asset accountability, facilitates annual physical verification, and prevents loss of public property.

138. (A) Consumable Stock Register
Store items consumed during routine office operations, such as paper, chalk, ink cartridges, and stationery, are accounted for in the Consumable Stock Register. The register logs item receipts, issues to departments, and running stock balances. Maintaining accurate consumable records prevents material waste, controls operational expenditure, and provides clear stock data for replenishment planning.

139. (A) Once every year by an officer other than the custodian of stores
General Financial Rules mandate conducting physical verification of fixed assets and non-consumable stores at least once every year. Verification must be performed by an independent officer other than the store custodian to ensure objective reporting. Physical stock audits identify inventory discrepancies, unserviceable items, and unrecorded losses, upholding financial propriety and public asset accountability.

140. (C) Reserve stock maintained to mitigate supply disruptions or demand surges
Buffer stock or safety stock represents a reserve quantity of essential operational materials maintained to protect against unexpected supply chain delays or sudden surges in demand. Keeping strategic buffer stock prevents administrative work stoppages during supply shortages. Managing safety stock levels ensures continuous operational support while preventing excessive inventory holding costs.

141. (D) Inspection report by a condemnation committee and sanction by competent authority
Writing off unserviceable or damaged store items beyond economic repair requires formal evaluation by a designated condemnation committee and official sanction from competent authority. The committee inspects damaged assets, certifies unserviceability, and recommends write-off or auction. Following prescribed condemnation procedures protects public funds, prevents unauthorized asset disposal, and maintains accounting integrity.

142. (C) ABC Analysis
ABC Analysis is an inventory control technique that categorizes store items into three classes based on cumulative financial value and usage volume. Class A contains high-value items requiring strict control, Class B represents moderate value, and Class C includes low-value items. Applying ABC analysis optimizes inventory oversight, reduces holding costs, and prioritizes resource management.

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143. (B) Administrative support processes must align directly with academic operational milestones
Coordinating the annual office activity calendar with the academic calendar ensures that administrative, financial, and logistical support processes align directly with educational milestones. Timely procurement of learning materials, exam arrangements, and budget releases directly sustain academic operations. Synchronizing administrative timelines prevents operational bottlenecks, supporting uninterrupted instructional delivery throughout the academic session.

144. (D) Textbook distribution, admission preparation, and classroom supply procurement
Key administrative tasks scheduled before the new academic session begins include distributing textbooks, preparing admission workflows, and procuring essential classroom stationery. Completing preparatory administrative arrangements ensures school operations start smoothly on opening day without instructional delays. Timely pre-session administrative planning creates an organized, efficient learning environment for students and faculty.

145. (A) Within statutory financial deadlines before March 31st
Financial bill submissions for annual institutional grants must be completed within statutory financial deadlines before the close of the financial year on March 31st. Synchronizing financial schedules with office calendars ensures complete budget utilization, prevents lapse of funds, and fulfills General Financial Rules. Timely expenditure settlement maintains fiscal discipline and audit compliance.

146. (C) During academic session breaks to prevent disruption to daily classes
Scheduling annual physical verification of library books, laboratory equipment, and store stock during academic session breaks prevents disruption to daily instructional routines. Conducting stock audits when classes are not in session allows thorough physical inspection without interfering with teaching activities. Synchronizing audit schedules optimizes administrative efficiency while safeguarding uninterrupted classroom learning.

147. (A) Alignment between administrative timelines and academic needs
Procuring laboratory materials after practical examinations conclude demonstrates a clear failure in aligning administrative procurement timelines with academic operational schedules. Administrative support must anticipate academic requirements and execute purchases well in advance. Misalignment wastes institutional financial resources, disrupts academic assessment schedules, and undermines overall administrative effectiveness across the school.

148. (D) Jointly draft calendar mapping administrative deadlines against academic milestones
Developing the annual institutional calendar requires joint planning between academic coordinators and office supervisors to map administrative processing deadlines against academic milestones. Collaborative calendar planning ensures financial submissions, examinations, admissions, and supply procurements proceed in synchronized harmony. Integrated scheduling eliminates operational conflicts, optimizes staff workload distribution, and enhances overall institutional administrative performance.

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149. (B) To meet mandatory GNCTD DoE targets and avoid processing delays
Incorporating explicit timelines for annual service book verifications and APAR completions in the office calendar ensures compliance with mandatory departmental targets. Timely completion of personnel records prevents delays in staff promotions, financial pay fixations, and pension settlements. Structured scheduling enforces administrative discipline, fulfills statutory mandates, and protects employee service entitlements.

150. (C) Maximized institutional efficiency, rule compliance, and enhanced educational delivery
Harmoniously aligning academic, financial, and administrative calendars optimizes overall institutional efficiency, upholds statutory rule compliance, and enhances educational delivery. Synchronized operational management eliminates resource bottlenecks, ensures timely financial utilization, and supports academic programs. Unified institutional scheduling establishes reliable administrative governance, fostering a high-performing educational environment focused on student success.

CHAPTER 02

File Management, Correspondence, Noting, and Drafting

1. In government administration and school management, a 'file' is formally defined as a comprehensive compilation of paper records or digital documents. Which of the following constitutes the primary structural division of a standard official file under the Manual of Office Procedure?
(A) Reference portion and execution portion
(B) Correspondence portion and noting portion
(C) Order sheet portion and summary portion
(D) Dak register portion and dispatch portion

2. Which of the following best describes the principal objective of sound file management in an educational administrative setup such as a Directorate of Education school?
(A) To eliminate physical paperwork completely by replacing all historical files with informal digital messages
(B) To delegate the final authority of record maintenance exclusively to junior ministerial staff without supervisory oversight
(C) To ensure that all administrative records are routinely destroyed after a fixed duration of six months
(D) To ensure systemic continuity, rapid retrieval of precedent, accountability, and legal transparency in administrative decision-making

3. The functional effectiveness of institutional memory in public administration relies heavily on file management. Which administrative risk is most directly created by improper file maintenance?
(A) Inability to establish official precedence and defensibility during judicial or statutory reviews
(B) Excessive recruitment and overstaffing of ministerial personnel in administrative offices
(C) Automatic cancellation and total forfeiture of all government grants-in-aid to the institution
(D) Mandatory and immediate transformation of all government schools into autonomous public societies

4. In public administration, files are classified into specific categories based on their administrative importance and retention requirements. Which category of records comprises files of historical, legal, or permanent importance that must be preserved indefinitely?
(A) Class 'A' Files
(B) Class 'B' Files
(C) Class 'C' Files
(D) Class 'D' Files

5. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Systematic file classification based on subjects rather than individual names is mandatory in government offices.
Reason (R): Subject-based classification enables functional continuity and prevents dislocation of institutional records when administrative personnel are transferred.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. Under the standard Functional File Index system recommended in office procedure manuals, subject classification is organized hierarchically. What is the correct sequence of hierarchy from top to bottom?
(A) File Number → Sub-head → Basic Head → Group Head
(B) Basic Head → Group Head → Sub-head → File Number

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(C) Group Head → Basic Head → Sub-head → File Number
(D) Sub-head → Group Head → Basic Head → File Number

7. A school administration adopts a functional record classification system. Which of the following represents a primary 'Group Head' under standard educational administrative indexing?
(A) Application for earned leave of a specific Assistant Teacher
(B) Establishment and Staffing Matters
(C) Procurement of dual desks under GFR 2017
(D) Repair of classroom window latch in Block B

8. In file classification, what is the key distinction between Class 'B' files and Class 'C' files?
(A) Class 'B' files are retained permanently without microfilming/digitization, whereas Class 'C' files are destroyed immediately upon official closing
(B) Class 'B' files deal exclusively with administrative judicial cases, whereas Class 'C' files deal strictly with routine financial sanction rules
(C) Class 'B' files are retained for 30 years after digitization, whereas Class 'C' files are retained for a specified period not exceeding 10 years
(D) Class 'B' files are kept in the personal custody of the Head of School, whereas Class 'C' files are open for public inspection without restriction

9. When a file deals with a subject that spans multiple subjects or departmental functions, how is it indexed to prevent loss of traceable context?
(A) By creating multiple duplicate physical files with identical original documents across all concerned sections
(B) By assigning a completely random serial number without any functional subject coding or departmental tagging
(C) By destroying the physical file after one operational year and opening an entirely new file on the same topic
(D) By creating cross-reference slips or cross-indexing entries in the file index register

10. Consider the following statements regarding the file numbering system in government offices:
I. The file number reflects the functional subject group, section identifier, year, and serial number of the file.
II. A single file should ideally contain correspondence stretching across multiple unrelated administrative subjects to save paper.
III. Standard file numbering facilitates rapid file tracking and efficient inter-departmental correspondence.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

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11. In a standard file numbering format used in Delhi Government offices, such as `F.8(12)/DoE/Estt./2023/`, what does the numeral `12` inside the bracket generally denote?
(A) The specific calendar month of the financial year in which the file was originally opened
(B) The serial number of the file within that subject head in that calendar year
(C) The total cumulative number of pages present in the internal noting portion of the file
(D) The specific clause number of the Delhi School Education Rules 1973 being referenced

12. What is the mandatory administrative practice when an existing file becomes excessively bulky, reaching around 200 to 250 pages?
(A) All previous correspondence pages are permanently removed and shredded to reduce the physical weight of the folder
(B) The file is closed as Part-I, and a new volume designated as Part-II is opened under the same file number
(C) The entire physical file is merged directly into an unnumbered general administrative binder without subject indexing
(D) The matter is formally referred to the Vigilance Department for procedural auditing and structural inspection

13. What is the primary purpose of maintaining a File Index Register in a Head of Office (HoO) establishment?
(A) To record all opened files, their allotted numbers, subjects, and retention categories
(B) To record daily employee attendance, punctuality logs, and short leave applications of staff
(C) To track the exact movement of petty cash disbursements and payments made to

commercial vendors
(D) To list the names of all eligible students enrolled under the institutional midday meal distribution scheme

14. A Vice-Principal in a Delhi Government school receives an urgent letter from the Directorate of Education regarding land encroachment on school premises. A fresh file needs to be opened. Which of the following is the correct procedural order for opening the new file?
(A) Write the draft administrative order first, submit to Principal for signature, assign a file number after approval, and paste incoming correspondence directly onto the noting sheet
(B) Send incoming Dak directly to central archive, receive a file movement card, write the initiation note on loose paper, and attach the index register entry at a later stage
(C) Identify functional subject head, assign file number from index register, place dak on correspondence side, start note on left side, and enter in register
(D) Keep incoming dak in diary register, write the final administrative decision directly on the margin of the incoming letter, and dispatch immediately without opening any file

15. In official file movement and tracking, what is the role of the File Movement Register or File Movement Card?
(A) To record all financial operational expenditures and postal costs incurred during inter-office transit of files
(B) To record continuous performance appraisal ratings and key performance indicators of ministerial staff handling files
(C) To serve as an alternate physical attendance log and duty roster for dealing assistants in the administrative section
(D) To track the location, current handler, transfer date, and movement history of a file

16. What is the official rule regarding the attachment of reference flags (e.g., Flag A, Flag B) to an active administrative file?
(A) Reference flags must be permanently glued to the document pages with adhesive so that they cannot be removed or displaced during inter-departmental transit
(B) Flags are used exclusively on the outer cover page of the file folder to denote the total monetary value and financial sanction limit of the administrative case
(C) Flags are attached temporarily to identify referenced attachments or precedents and are removed when the file is disposed of
(D) Every single individual page of the internal noting sheet must mandatory have a separate unique color flag attached along the outer margin

17. The Diary Register maintained in the Dak section of a school office primarily serves to record which of the following?
(A) Details of outgoing postal dispatches, courier receipts, and external mail logs only
(B) Details of all incoming official communications received in the office
(C) Personal grievances, representations, and service complaints of non-teaching staff members
(D) Minutes of the Parent-Teacher Association meetings and managing committee deliberations

18. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): All incoming official correspondence (Dak) must be stamped with the date of receipt and logged in the Central Diary Register prior to processing.
Reason (R): Official receipt logs establish statutory proof of receipt, fix accountability, and determine response timelines under administrative guidelines and RTI obligations.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

19. What is the specific function of a 'Dispatch Register' in a school administrative office?
(A) To record serial details, recipient address, transit mode, and postage costs of outgoing official communications
(B) To log all incoming queries, complaints, and information requests received from the general public and parents
(C) To log the free distribution of academic textbooks and learning material to enrolled

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students every academic session
(D) To document the inter-classroom transfer, temporary issue, and physical auditing of institutional furniture items

20. Which of the following details is NOT mandatory in a standard Dispatch Register entry?
(A) Outgoing official letter number and date of issue
(B) Full name, designation, and address of the intended addressee
(C) Personal residential address of the dealing clerk
(D) Concise subject description of the outgoing letter

21. When an urgent file is manually transferred between officers within the Directorate of Education, what mechanism ensures that the physical movement is tracked in real-time?
(A) Transit Slip or File Movement Register entry signed by receiving official
(B) Informal verbal acknowledgment over telephone between the dealing assistants
(C) Recording a routine entry in the annual non-consumable office stock register
(D) Formally mentioning the internal administrative transfer in the local newspaper

22. What administrative risk arises if the Diary Register is maintained carelessly without logging incoming statutory notices?
(A) The school affiliation is automatically elevated to university status without requiring statutory inspection by competent authorities
(B) All eligible teachers will automatically receive a financial promotion under Modified Assured Career Progression schemes without screening
(C) The statutory annual financial audit by AGCR is completely waived off for three consecutive financial years automatically
(D) The school may default on mandatory legal or RTI deadlines, leading to ex-parte legal actions or penalties on the Head of Office

23. Before opening a new official file on a fresh issue, what primary check must a dealing assistant conduct?
(A) Check whether the physical school building has obtained an updated fire safety clearance certificate from the municipal department
(B) Verify from the File Index Register whether a file already exists on the subject to avoid opening duplicate files
(C) Check whether all teaching staff members have submitted their weekly lesson plans and academic syllabus records to the supervisor
(D) Request formal written administrative clearance and permission from the local police station before proceeding

24. On which side of a physical file folder are the 'Noting' sheets and 'Correspondence' sheets placed, respectively, according to standard Manual of Office Procedure conventions?
(A) Noting on the Right side; Correspondence on the Left side
(B) Both Noting and Correspondence mixed together on the Right side
(C) Noting on the Left side; Correspondence on the Right side
(D) Correspondence on the Cover page; Noting on the Back cover

25. Consider the following procedural steps for opening a new physical file in an office:
I. Assign a standard file number using the functional subject classification system.
II. Check existing index to ensure no active file exists on the subject.
III. Docket the incoming dak on the correspondence side and write the opening note on the noting side.
Which of the following represents the correct chronological sequence of opening a new file?
(A) I → II → III
(B) II → I → III
(C) III → I → II
(D) II → III → I

26. What does the administrative term 'Docketing' mean in the context of file management?
(A) Entering page number, date, and description of incoming dak on the note sheet for reference
(B) Permanently destroying outdated or confidential administrative records by mechanical shredding
(C) Systematically binding ten or more old closed files into a single consolidated hardboard volume
(D) Sending an urgent administrative telegram or express dispatch to higher departmental authorities

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27. How should pages in the correspondence portion of a file be numbered?
(A) Pages should be kept completely unnumbered to allow easy removal and reorganization of documents when required
(B) Numbered consecutively at top right-hand corner in chronological sequence from top to bottom
(C) Pages should be numbered strictly in reverse chronological order using soft lead pencil only on the bottom margin
(D) Only odd-numbered pages should be assigned serial numbers while even-numbered pages remain unnumbered

28. When is an administrative file formally designated as 'Closed'?
(A) When the Dealing Assistant handling the file proceeds on sanctioned annual or medical leave
(B) When action on all issues in the file is completed and no further action is required
(C) When the physical file folder reaches exactly 50 pages in total length regardless of subject matter
(D) At the end of every working week as a routine clerical practice, regardless of pending action

29. A Principal notices that an administrative file regarding the construction of a school auditorium has completed all approvals, financial payments, and statutory audits. What administrative step must be taken next regarding this file?
(A) Close the file, assign retention category (A, B, or C), update File Index Register, and send to Record Room
(B) Keep the file permanently on the active dealing assistant desk indefinitely for future informal discussions
(C) Burn the physical file folder immediately on school grounds in the presence of student council representatives
(D) Hand over the original physical file to the private civil contractor for personal custody and safe keeping

30. What is the standard duration after which closed files transferred to the Departmental Record Room undergo a mandatory periodic review for retention or weeding out?
(A) At the end of every 1 calendar month following physical transfer to the record room
(B) Exactly every 25 years only, without any interim reviews or administrative inspections
(C) At intervals specified in the Record Retention Schedule (e.g., 3rd, 5th, or 10th year)
(D) Review and destruction are strictly prohibited under general public record conservation laws

31. What is the 'Record Retention Schedule' (RRS) in public administration?
(A) A comprehensive operational document showing the daily shift timetable and duty allocations of school security guards and support staff
(B) An officially curated list of recommended library reference books and academic journals for secondary school students and teaching faculty
(C) A mandatory statutory schedule specifying quarterly school fee submission dates and late payment penalty rules for private aided schools
(D) A prescribed statutory guideline specifying the retention period for administrative records before review or weeding out

32. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Files involving policy decisions, land acquisition, or precedent-setting statutory interpretations are categorized as Class 'A' or Class 'B' files.
Reason (R): Class 'A' and 'B' files possess enduring administrative, legal, or historical values requiring long-term or permanent preservation.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

33. Which of the following items must be recorded on the cover page of a closed file before sending it to the Archives or Departmental Record Room?
(A) Total cumulative monetary expenditure incurred on official refreshment tea and snacks during administrative meetings
(B) File number, Subject, opening/closing dates, classification category, and retention period
(C) Residential home addresses and personal

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telephone numbers of all dealing clerks who handled the physical file
(D) Complete nominal roll and list of names of all students enrolled in the institution during that academic year

34. What is the fundamental definition of 'Noting' in administrative procedure?
(A) Writing an informal personal diary entry detailing daily administrative stress, workload challenges, and routine office observations
(B) Printing administrative circulars and informational bulletins for general distribution among parents and local community members
(C) Summarizing current national news articles and educational updates for oral reading during the school morning assembly program
(D) The written remarks, facts, rule provisions, and proposed action recorded on a file to assist authorities in decision-making

35. Which of the following is the primary purpose of writing an official note on a file?
(A) To analyze incoming dak, state relevant rules, suggest options, and enable the deciding officer to pass an informed order
(B) To formally express personal service grievances, discontent, and allegations against senior reporting officers on record
(C) To create artistic handwriting calligraphy and decorative lettering for institutional displays and annual exhibitions
(D) To increase the physical weight, page volume, and overall thickness of official administrative files before archiving

36. Notes written on official files must adhere to strict administrative tone and style. Which style element is mandatory for a standard official note?
(A) Highly emotional, dramatic, subjective, and personal opinionated language
(B) Informal shorthand expressions, casual idioms, and conversational slang language
(C) Concise, objective, factual, precise, and courteous language in third person
(D) Ornate literary poetic language embellished with fictional anecdotes and metaphors

37. Where on the noting sheet does an officer record their signature/initials and date after writing a note?
(A) At the bottom right corner of the note
(B) At the top left corner of the page
(C) On the back of the file folder cover
(D) In the margin of the correspondence portion

38. What is meant by a 'Self-Contained Note'?
(A) A brief note that contains no references to statutory rules, financial codes, administrative manuals, or departmental precedents
(B) A short administrative communication written entirely on a single official postcard for rapid postal transmission between departments
(C) A confidential secret note that is permanently shredded or digitally deleted immediately after being read by the competent authority
(D) A comprehensive note presenting background facts, rules, and precedents so the deciding authority can act without reading full correspondence

39. Which of the following is considered a major violation of the principles of good noting?
(A) Accurately summarizing complex historical facts and procedural background from older archived file volumes
(B) Verbatim reproduction or copy-pasting of incoming correspondence without adding administrative value
(C) Explicitly pointing out relevant statutory financial rule provisions, such as GFR 2017 guidelines
(D) Drawing clear attention to significant procedural defects or omissions in an incoming administrative application

40. Consider the following principles regarding good official noting:
I. Notes should be divided into well-structured, numbered paragraphs.
II. Personal bias, unverified allegations, and courteous slurs against colleagues must be strictly avoided.
III. Reference to previous notes or flagged correspondence must be precise and clear.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

41. In official noting, if a higher authority completely agrees with the facts and proposal presented by a

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subordinate officer, what is the most appropriate concise endorsement written by the authority?
(A) "Seen, but I don't care."
(B) "Re-write the entire file."
(C) "Send to news agency."
(D) "Approved as proposed."

42. What action should an officer take if they disagree with a proposal submitted by a subordinate in a file note?
(A) Record reasons for disagreement politely and state the alternative decision clearly in a fresh paragraph
(B) Physically tear up the subordinate's note sheet from the file folder and throw it away into the waste bin
(C) Erase or overwrite the subordinate's original handwriting on the official note sheet using correction fluid
(D) Formally impose an immediate monetary fine on the subordinate dealing assistant for submitting an incorrect proposal

43. A Head of School (HoS) receives a file regarding a disciplinary matter against a staff member. The dealing assistant's note is three pages long, unorganized, and lacks references to the CCS (CCA) Rules 1965. What administrative instruction should the HoS issue to the dealing assistant?
(A) Immediately pass the final administrative penalty order on the disciplinary case without reading or auditing the file
(B) Direct the assistant to submit a concise, self-contained note incorporating relevant CCS (CCA) Rules 1965 provisions
(C) Forward the unorganized draft note directly to the Director of Education for decision without affixing any supervisory signature
(D) Issue an immediate order terminating the dealing assistant's government service under summary disciplinary proceedings

44. What is the rule regarding the use of pencil for writing official notes on files?
(A) All official file notes must mandatory be written using lead pencil so that text can be modified or erased easily during subsequent administrative reviews
(B) Pencil must not be used for main notes; notes must be written in ink or typed, though temporary margin notations in pencil are permissible
(C) Lead pencil usage is strictly reserved for the Principal during file approvals, whereas all subordinate dealing staff are required to write using red ink
(D) File notes written in pencil are legally recognized as the primary valid documents acceptable during statutory judicial proceedings in court

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45. What is a 'Routine Note' (or Routine Note Portion) in administrative terminology?
(A) A brief note on minor operational matters requiring straightforward action without policy interpretation
(B) A comprehensive high-level cabinet note prepared for legislative policy amendments and statutory restructuring
(C) A specialized confidential investigation file created by departmental vigilance officers during formal proceedings
(D) An academic lecture summary or study revision note written by students inside secondary school classrooms

46. What characterises a 'Preliminary Note' written on an incoming complex correspondence?
(A) It conveys the final, non-appealable administrative sanction and financial authorization issued directly by the Head of Department
(B) It represents an archival summary note that is permanently transferred to the central institutional library for reference
(C) It summarizes basic facts of received dak, points out missing data, and suggests interim steps before full processing
(D) It constitutes a promotional draft public advertisement prepared specifically for media publication and radio broadcasting

47. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): A Policy Note requires detailed factual background, historical context, evaluation of alternative options, financial implications, and legal provisions.
Reason (R): Policy Notes lay down administrative guidelines that govern future decisions across multiple institutions and carry long-term statutory/operational consequences.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A

(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

48. What is an 'Inter-Departmental Note' (or ID Note)?
(A) An informal personal letter exchanged between two school teachers regarding internal classroom arrangements
(B) A routine promotional press release issued to local media newspapers regarding school annual achievements
(C) A formal communication on a file sent from one section to another seeking advice, concurrence, or clarification
(D) A general public notice or announcement pasted prominently on the main school entrance gate for visitors

49. In which situation is a 'Summary Note' or 'Executive Summary' mandatory on an administrative file?
(A) When the physical file consists of less than three pages of simple correspondence requiring routine clerical approval
(B) When the case is voluminous or being submitted to top executive bodies (e.g., Minister, Secretary) for decision
(C) When a teaching or non-teaching employee applies for a single day of casual leave under routine service regulations
(D) When purchasing low-value classroom items such as chalk and dusters under local emergency purchase provisions

50. Which type of note is generated specifically to process financial expenditure proposals requiring financial concurrence under GFR 2017?
(A) Literary Evaluation Note for academic books
(B) Routine Class Inspection Note for teachers
(C) Parent Grievance Summary Note for complaints
(D) Financial Sanction or Concurrence Note

51. What is the precise definition of 'Drafting' in government administrative practice?
(A) Preparing a formal official communication (letter, circular, or order) to convey an administrative decision to an addressee
(B) Systematically recording internal procedural notes on the left-hand side green note sheets of an official physical file folder
(C) Drawing technical architectural blueprints and structural engineering plans for new school building construction projects
(D) Writing informal personal greeting letters and congratulations to individual staff members on their birthdays or anniversaries

52. What is the fundamental relationship between 'Noting' and 'Drafting' in official procedure?
(A) Drafting is done first to analyze the problem and generate options, whereas Noting is done later to convey the final decision externally
(B) Noting and Drafting are identical administrative terms used interchangeably across all government departments without any functional distinction
(C) Noting is the internal decision-making process on file, while Drafting prepares the communication conveying that decision
(D) Drafting is performed exclusively by teaching staff, whereas Noting is carried out by enrolled students during classroom activities

53. Which of the following is an essential prerequisite before a draft communication is prepared for issuance?
(A) Clear orders approving the action must have been recorded on the noting sheet by the competent authority
(B) The proposed draft communication must be published on public social media handles for community feedback
(C) The active file must be permanently closed and transferred to the national records archive repository
(D) An informal oral agreement must be obtained from all local news reporters and media representatives

54. A Principal approves a proposal on file to issue a formal reprimand to a vendor for supplying sub-standard sports equipment. The dealing assistant needs to draft the communication. Which document format should be prepared for sending to the vendor?
(A) Office Order
(B) Office Memorandum meant for internal staff
(C) Demi-Official (D.O.) letter to Cabinet Secretary
(D) Formal Official Letter / Notice

55. What does the abbreviation 'DFA' stand for when written on a draft document put up in a file?
(A) Detailed Financial Analysis

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(B) Draft For Approval
(C) Directorate Final Authority
(D) Departmental File Allocation

56. Which of the following principles must be strictly observed while framing a good official draft?
(A) The language should be deliberately ambiguous, complex, and open to multiple contradictory administrative interpretations
(B) The draft must reproduce detailed internal file notes, opinions, and personal discussions of reviewing officers verbatim
(C) Clear, concise, unambiguous, polite language containing essential facts and reference numbers
(D) The draft must deliberately avoid specifying any compliance deadline, target date, or time frame for response

57. What is the standard practice regarding referencing in a draft official communication?
(A) Omit all previous official correspondence numbers and dates completely to maintain institutional secrecy
(B) Refer exclusively to informal oral phone conversations without mentioning any prior written letters or notices
(C) Use encrypted or coded reference numbers that are known exclusively to the individual draft writer
(D) Cite incoming communication's letter number, date, and subject in opening paragraph or reference block

58. Consider the following rules of good drafting in public administration:
I. A draft should cover only one main subject unless issues are intrinsically interconnected.
II. Paragraphs should be logical, numbered, and concise.
III. The tone must be professional, objective, and appropriate to the form of communication chosen.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

59. When a draft official letter requires approval by a senior authority before dispatch, how is it presented in the file?
(A) Written directly on the main green noting page using permanent indelible marker
(B) Attached as a loose sheet with a DFA flag on the right side of the file
(C) Sent via an unverified personal SMS text message to the senior officer's phone
(D) Stamped and written directly on the outer surface of the physical file folder cover

60. What is the consequence of issuing an official draft without clear specifying effective dates, authority citations, or enclosure details?
(A) The draft document automatically becomes a legally binding statutory Act of Parliament upon publication
(B) It leads to administrative confusion, delays, disputes, and potential legal unenforceability
(C) It automatically increases institutional government revenue and fee collection exponentially across all departments
(D) It waives all mandatory financial audit requirements and statutory inspections for that entire school year

61. Which of the following highlights a core distinction between 'Noting' and 'Drafting'?
(A) Noting is an internal record of deliberation; Drafting produces outgoing communication for recipients
(B) Citing statutory provisions is mandatory in Drafting communications but strictly prohibited in internal Noting
(C) Noting is addressed directly to external citizens, whereas Drafting is meant exclusively for internal file readers
(D) Noting requires official printed letterheads, whereas Drafting is written exclusively on green note sheets

62. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Notes on an official file are confidential internal administrative deliberations and do not automatically constitute a enforceable public order.
Reason (R): Official decisions acquire legal enforceability and external effect only when formal orders or drafts are signed and issued by a competent authority.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A

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(C) A is true but R is false
(D) A is false but R is true

63. Which paper color is conventionally used in government physical file folders specifically for the 'Noting' sheets to distinguish them from regular correspondence?
(A) Bright Red paper
(B) Dark Blue cardstock
(C) Yellow transparent sheet
(D) Green note sheets

64. What is a key structural difference in the salutation and sign-off between an Official Letter and an Office Memorandum (OM)?
(A) An OM uses informal salutations like "Dear Friend", while an Official Letter contains no salutation or greeting line
(B) An Official Letter is written in third person, while an OM is written strictly in poetical verse and rhyming stanzas
(C) Official Letter uses formal salutation and complimentary close, whereas an OM uses neither
(D) An OM must be signed by the Head of State, while an Official Letter is signed exclusively by a lower division dealing clerk

65. In standard government file architecture, where are 'Drafts for Approval' placed relative to the physical file folder?
(A) Bound inside the noting portion beneath older historical note entries
(B) Tucked on the correspondence side or tagged with a 'DFA' flag
(C) Entered in the central diary register stored in the reception hall
(D) Mailed directly to the government printing press prior to signature

66. Formal 'Official Letters' are primarily used for communicating with which of the following entities?
(A) Internal subordinate ministerial employees working within the exact same administrative section of the office only
(B) Daily wage casual laborers and contract service workers orally during on-site field inspections
(C) Unregistered informal local recreation clubs operating outside official government administrative networks
(D) External bodies, Constitutional authorities, Autonomous organizations, Governments, and private entities

67. Which of the following structural components is MANDATORY in a standard formal Government Letter?
(A) Official letterhead/header with File Number and Government Name
(B) Personal family history details of the issuing authority
(C) Mandatory joint signature of all enrolled classroom students
(D) Detailed declaration of political party affiliations

68. A Head of School needs to write to the Delhi Urban Shelter Improvement Board (DUSIB) regarding sanitary conditions outside the school boundary wall. What format of official correspondence is most appropriate?
(A) Office Order
(B) Demi-Official (D.O.) Letter to a Class IV employee
(C) Official Letter
(D) Internal Routine Note

69. When an official letter is addressed to a corporate firm or an organization rather than an individual officer by name, what is the standard salutation used?
(A) "Sir / Madam," or "Sirs,"
(B) "Dear Brother,"
(C) "To Whom It May Concern,"
(D) "My Dear Director,"

70. What is the standard phrasing used in the subscription (complimentary close) of a formal official letter in public administration?
(A) "Warm personal regards,"
(B) "Thine obediently,"
(C) "Best wishes forever,"
(D) "Yours faithfully,"

71. What is the primary administrative function of a 'Circular'?
(A) To convey specific individual disciplinary penalties and penalty orders directly to a single government employee
(B) To disseminate general instructions, policy decisions, or information simultaneously to multiple offices or staff
(C) To formally request short-term personal financial loans or emergency monetary advances from subordinate staff
(D) To serve as an enforceable statutory legal

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summons or warrant during formal judicial proceedings in criminal trials

72. Which of the following features is typical of an official Circular issued by the Directorate of Education, GNCTD?
(A) It requires individual customized responses and written confirmation from each recipient prior to implementation
(B) It is written in first-person singular informal conversational language addressed to individual employees
(C) It bears a subject, file number, date, instructions, and distribution list (Copy to)
(D) It is valid for a maximum period of 24 hours from the exact time of issue before becoming automatically void

73. Consider the following statements regarding 'Circulars' in educational administration:
I. Circulars are suitable for notifying school schedules, examination rules, and administrative guidelines applicable to all schools.
II. A circular carries general applicability rather than addressing individual personal disputes.
III. Circulars do not require any file sanction or official approval prior to issuance.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

74. How does a Circular differ from an Office Order?
(A) A Circular conveys general info/instructions to all staff, while an Office Order conveys specific decisions affecting duties or sanctions
(B) A Circular is automatically legally binding on civil courts, whereas an Office Order represents merely an informal internal recommendation
(C) A Circular is signed exclusively by subordinate non-teaching staff, whereas an Office Order is signed by elected student representatives
(D) There is no functional or administrative distinction between them in government office procedure manuals or administrative practice

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75. Where is an official Circular issued by the Head of School typically displayed for broad visibility within the institution?
(A) Inside the confidential metal locker of the senior accounts clerk
(B) On the school Notice Board and staff communication portals
(C) On the windscreen of the personal private vehicle of the Principal
(D) In the reference section of the local municipal public library

76. What is the primary application of an 'Office Memorandum' (OM) in government administration?
(A) Communicating formal bilateral diplomatic agreements and treaties directly with foreign sovereign governments
(B) Inter-departmental communications conveying executive decisions or guidelines without using formal letters
(C) Issuing public commercial procurement tenders and contract notices to external private vendors
(D) Writing personal celebratory birthday messages and social greetings to individual serving officers

77. Which grammatical perspective/person is strictly used in drafting an Office Memorandum (OM)?
(A) Third person ("The undersigned is directed to convey...")
(B) First person ("I am directed to state official orders...")
(C) Second person ("You must perform this task immediately...")
(D) Imperative conversational tone ("Listen carefully to this...")

78. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): An Office Memorandum does not contain a formal salutation (like "Sir") at the beginning or a complimentary close (like "Yours faithfully") at the end.
Reason (R): OMs are internal administrative instruments designed for direct institutional communication between administrative authorities.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A

(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

79. Where is the address of the recipient located in a standard Office Memorandum layout?
(A) At the top right corner above the date
(B) On the reverse side of the paper sheet
(C) In the middle of the subject header
(D) At the bottom left corner of the document

80. An Office Memorandum issued by the Finance Department regarding Dearness Allowance (DA) revision is received in a school. How does the school administration act upon it?
(A) Completely ignore the document as it represents an internal memorandum belonging exclusively to another department
(B) Return the document to the issuing authority demanding that it be re-issued in a formal official letter format
(C) Implement orders for eligible staff and keep the OM on record in the relevant establishment file
(D) Convert the memorandum into a public press advertisement for publication in local daily newspapers

81. Which administrative format is used to issue formal orders concerning transfers, postings, leave sanctions, grant of increments, or disciplinary penalties of employees?
(A) Circular
(B) Office Order
(C) Press Release
(D) Express Telegram

82. An 'Office Order' derives its binding administrative authority from which factor?
(A) The formal signature and endorsement of the local municipal councillor
(B) Informal oral consensus reached among employees during lunch break discussions
(C) The explicit prior written agreement of external employee labor unions
(D) Approval and signature of the competent authority in accordance with rules

83. Which of the following features is distinct to an 'Office Order'?
(A) It specifies administrative action, affected employee details, effective date, and governing rules
(B) It begins with informal salutations like "Dear Sir" and ends with subscriptions like "Yours lovingly"
(C) It is written strictly in creative poetic rhyme format for display on administrative notice boards
(D) It cannot be served directly to the affected employee under any circumstances during service tenure

84. A Principal needs to assign the charge of 'Estate Officer' to a Senior Teacher in addition to their regular duties. Which official document must be issued to make this delegation legally valid?
(A) Demi-Official Letter
(B) Notice for Public Display
(C) Office Order
(D) Press Note

85. What is the standard practice regarding compliance acknowledgment for an Office Order affecting employee duties?
(A) The affected employee receives a copy and provides a signed acknowledgment on the office copy
(B) The affected employee publishes a formal public response in the official government gazette
(C) No receipt, acknowledgment, or official written record is maintained in departmental files
(D) The physical order is destroyed immediately after verbal reading in front of staff members

86. What is the primary purpose of issuing an administrative 'Notice'?
(A) To issue confidential operational instructions and directives to external financial auditors
(B) To record secret internal file note discussions and deliberations among senior administrative officers
(C) To formally apply for financial grants-in-aid and developmental funds from Central Government Ministries
(D) To inform a group, staff, or students publicly about an event, requirement, or meeting

87. A 'Notice for a Staff Meeting' issued by a Vice-Principal must essential contain which set of details?
(A) Comprehensive personal biography and career history of the Principal
(B) Date, time, venue, agenda, and issuing authority signature

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(C) Annual financial budget expenditure statements of the district education office
(D) Nominal list of all historical principals who served the school since inception

88. Consider the following statements regarding administrative 'Notices':
I. Notices are meant for wide prominence and public/institutional visibility.
II. A notice must be clear, brief, and contain explicit operational instructions (e.g., date, time, action required).
III. Issuing a notice replaces the need for maintaining official records or files on the subject matter.
IV. Notices may be displayed physically on notice boards or distributed digitally via official institutional portals.
Which of the statements given above are correct?
(A) I, II and IV only
(B) I and III only
(C) II, III and IV only
(D) I, II, III and IV

89. How does a 'Show Cause Notice' differ from a general informational Notice?
(A) A Show Cause Notice is an informal invitation card issued to staff and guests to attend an upcoming institutional cultural function
(B) A Show Cause Notice is an administrative document issued exclusively to retired government officers regarding pension updates
(C) A Show Cause Notice represents an advisory communication that carries no legal standing or enforceability under service rules
(D) A formal instrument asking an individual to explain why disciplinary action should not be taken against them for misconduct

90. What is the minimum standard practice regarding the retention of signed office copies of Notices issued by a school Principal?
(A) Filed in the relevant guard file or subject file for administrative record
(B) Permanently thrown away into the waste bin at the end of each working day
(C) Posted by ordinary mail to the local police station for general information
(D) Distributed to classroom students to be used as scratch rough paper

91. What is the fundamental purpose of a 'Demi-Official' (D.O.) Letter in government correspondence?
(A) To issue formal monetary fines and penalty notices to public citizens for administrative non-compliance
(B) To draw personal attention of an officer to expedite pending matters or resolve bottlenecks
(C) To formally publish official public recruitment advertisements and career opportunities in local newspapers
(D) To write informal personal greetings and family messages using official government letterheads and stationery

92. Which of the following structural features is unique to a Demi-Official (D.O.) Letter?
(A) It is written strictly in third person ("The undersigned is directed to convey...") without carrying any signature or initials
(B) Uses personal salutation ("Dear Shri...") and complimentary close ("Yours sincerely") signed by officer personally
(C) It does not carry any official printed letterhead, reference file number, or administrative date on the document
(D) It is drafted and dispatched entirely by lower-level dealing clerks without any supervisory officer involvement

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93. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Demi-Official (D.O.) letters are written in first person singular ("I") and maintain a personal, officer-to-officer tone.
Reason (R): D.O. letters leverage personal executive contact between officers to overcome bureaucratic delays in urgent or sensitive matters.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

94. Under what circumstance should a Head of School write a D.O. letter to the Public Works Department (PWD) Superintending Engineer?
(A) For placing routine minor supply orders for

everyday office stationery and classroom consumables with vendors
(B) To invite the engineer's children to join the institutional school football team for upcoming regional tournaments
(C) When critical structural repairs of a dangerous school building are severely delayed despite routine letters
(D) To express general dissatisfaction and complaints regarding severe local weather conditions affecting attendance

95. What is the rule regarding the registration and filing of D.O. letters?
(A) D.O. letters must never be recorded anywhere in central office records or registered in departmental files
(B) D.O. letters are permanently burned or shredded immediately after reading by the receiving officer
(C) D.O. letters must mandatory be published on public billboards and notice boards outside the office
(D) D.O. letters with official instructions must be logged in Diary/D.O. Register and placed on relevant file

96. In standard office procedure, what does the term 'Dak' encompass?
(A) Only incoming financial bank cheques, demand drafts, and monetary receipts delivered to accounts section
(B) Outgoing shredded trash, obsolete files, and waste paper collected from administrative desks
(C) All incoming communications, letters, emails, notices, and documents received by an office
(D) Oral administrative messages and verbal announcements delivered during morning student assemblies

97. What is the first operational step in the 'Dak Receipt Procedure' upon receiving a daily mail bag or communications parcel?
(A) Directing and sending all incoming postal mail communications to the record room without opening them
(B) Opening, sorting by urgency/secrecy, and stamping receipt date/time on each communication
(C) Forwarding all unopened incoming official letters directly to the office of the District Magistrate
(D) Mechanically shredding outer paper envelopes without looking at the sender details or enclosed contents

98. An administrative clerk in a school office receives an envelope marked 'CONFIDENTIAL / SECRET' addressed to the Principal by name. How should the clerk handle this incoming Dak?
(A) Open the envelope immediately, read its contents thoroughly, and log full details in the public diary register
(B) Return the unopened envelope immediately to the postman stating that the named recipient is unknown in the office
(C) Post the unopened confidential envelope directly onto the general staff notice board for public viewing
(D) Keep unopened and deliver directly to the Principal or designated confidential officer

99. What is the role of an 'Invoice' or 'Dak Transit List' when Dak is delivered by hand/courier between administrative sections?
(A) To obtain written acknowledgement (signature/date) of physical delivery from receiving officer
(B) To calculate and charge cash delivery service fees directly from the receiving administrative section
(C) To record the precise physical weight of paper sheets and outer cardboard boxes delivered in transit
(D) To serve as a daily physical duty log and attendance monitoring sheet for office peons and messengers

100. What procedure is followed when incoming Dak received is incomplete, missing mentioned enclosures, or damaged in transit?
(A) Reject the incoming Dak completely, refuse entry in records, and throw it away into the waste bin
(B) Fabricate and create missing enclosure documents internally to complete the file before processing
(C) Annotate missing enclosures or damage on the receipt stamp and inform sender immediately
(D) File an immediate formal criminal court case against the local post office for postal negligence

101. What is the primary objective of the 'Dispatch Procedure' in administrative record management?

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(A) To check, register, stamp, address, and send outgoing communications accurately and promptly through appropriate channels
(B) To intentionally delay outgoing files and correspondence as long as possible before administrative release
(C) To collect, clean, and systematically recycle used administrative envelopes for internal office paper usage
(D) To audit and verify daily student attendance records submitted by class teachers across all academic sections

102. Consider the following procedural steps involved in dispatching official communications:
I. Verify that the communication is signed by competent authority and all enclosures are attached.
II. Make entries in the Dispatch Register (assigning Dispatch Number and Date).
III. Affix correct dispatch stamp/postage and dispatch via selected channel (Speed Post, Hand Delivery, Email).
IV. Keep the signed office copy (OC) safely filed in the relevant file.
Which of the following represents the correct sequential order of dispatch?
(A) I → II → III → IV
(B) II → I → IV → III
(C) I → III → II → IV
(D) IV → I → II → III

103. What is an 'Office Copy' (OC) or 'Spare Copy' kept during dispatch?
(A) A blank sheet of paper attached behind the outgoing official letter for additional recipient notes
(B) The signed or duplicate copy of outgoing letter retained in internal file for record and reference
(C) A duplicate copy mailed directly to local news press agencies for public media dissemination
(D) A reference copy distributed to elected student representatives for institutional record keeping

104. In official dispatch, what is the significance of the 'Dispatch Number'?
(A) It represents the exact monetary price and postal value of the stamp affixed to the outer dispatch envelope
(B) It indicates the personal mobile telephone number of the dealing assistant handling the outgoing correspondence
(C) A unique serial number on outgoing letter linking it directly to its original file and dispatch record
(D) It shows the total cumulative word count contained within the main body text of the outgoing letter

105. What is the procedure when an outgoing communication is dispatched by Hand Delivery ('By Hand / Peon Book')?
(A) The peon leaves the document unattended on the street corner near the recipient's residential premises
(B) The peon opens the letter and reads the entire written content aloud to the public upon arrival
(C) The physical delivery is completed informally and does not require any recipient signature, date, or proof
(D) The peon obtains signature, date, and official stamp of recipient in Peon Book or Transit Slip as proof

106. When communicating statutory legal notices or formal quasi-judicial orders, which postal transmission mode provides legally recognized proof of delivery in public administration?
(A) Registered Post with Acknowledgment Due (RPAD) or Speed Post with tracking report
(B) Ordinary Surface Post dispatched through regular postal mail without tracking facilities
(C) Private informal instant messaging applications installed on personal mobile devices
(D) Unstamped handwritten note slips dropped informally in local public bus stands

107. Which of the following modes of delivery is most appropriate for sending urgent time-sensitive statutory compliance reports to the Ministry or Directorate where proof of delivery is required within 24–48 hours?
(A) Ordinary Surface Mail sent via regular non-priority postal channels
(B) Speed Post or Authorized Official Email (e-Office) with tracking
(C) Unregistered Book Post service used for general printed literature
(D) Postal Money Order transmission channel managed by post office

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108. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Communications sent through official email from government domain addresses (@gov.in / @nic.in) carry official validity equivalent to physical correspondence in e-governance workflows.
Reason (R): Information Technology Act and e-Office framework accord statutory recognition to digitally authenticated electronic records and transmissions.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

109. What is a key operational precaution when relying on email for official inter-departmental correspondence?
(A) Communications must be sent from official gov email IDs, logged in dispatch, with signed PDF attachments
(B) Email communications should be sent routinely from private personal email accounts (e.g., gmail/yahoo addresses)
(C) Account password details and login credentials must be published directly in the body text of the outgoing email
(D) Email communications must mandatory never contain any administrative reference file number or subject header line

110. For routine non-confidential announcements to staff where cost-efficiency and instant reach are prioritized without requiring legal service of process, which mode is commonly utilized under administrative rules?
(A) Registered Post AD sent individually to every staff member's residential home
(B) Express Air Parcel courier service booked for immediate local delivery
(C) Official Intranet, institutional email broadcast, or digital portals
(D) Telegraphic Money Order dispatch system operated by postal authorities

111. What is the primary definition and objective of the 'e-Office' system introduced in government departments including GNCTD?
(A) A computer entertainment software application used exclusively for playing video games during official lunch hours
(B) A localized academic database created specifically for tracking secondary student examination marks and report cards
(C) A commercial e-commerce web platform created for selling standardized school uniforms and textbook supplies online
(D) An integrated digital solution replacing physical file movement with electronic workflows to enhance efficiency and speed

112. In the e-Office application software developed by NIC, what does 'e-File' represent?
(A) A scanned photo gallery containing high-resolution digital images of institutional cultural and sports events
(B) An automated biometric attendance recording machine installed at the main entrance gate of the building
(C) An electronic physical file representation comprising digital Noting and Correspondence modules with secure access
(D) A specialized digital financial accounting calculator designed for calculating staff salary taxes and deductions

113. How is authenticity and non-repudiation of approvals ensured in the e-Office system when an officer signs a note or draft?
(A) By simply typing the officer's full official name in standard text font at the bottom
(B) Through Digital Signature Certificates (DSC) or Aadhaar-based e-Sign
(C) By attaching a scanned high-resolution photograph of the main school building cover
(D) Through informal verbal authorization communicated directly over the telephone line

114. A Head of School is processing a leave application on the e-Office portal. The dealing assistant creates an e-receipt and attaches it to an electronic file. What is the main advantage of this e-Office workflow over traditional physical file processing?
(A) The electronic file can be permanently misplaced or lost during physical transit inside peon messenger delivery bags
(B) Complete administrative elimination of the statutory requirement for obtaining supervisory senior officer approval

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(C) Automatic financial expenditure approval and payment processing without requiring statutory financial rule compliance
(D) Real-time file tracking, complete audit trail of modifications, zero transit delay, and permanent digital archiving

115. What feature in e-Office prevents unauthorized tampering or back-dated insertions in official notes?
(A) Finalized electronic notes are locked into an immutable, time-stamped sequence with full user logging
(B) Electronic notes can be edited, overwritten, or modified by any user at any time indefinitely without permission
(C) Finalized electronic notes are automatically purged and deleted permanently from the server every 24 hours
(D) The electronic system relies entirely on manual pencil entries uploaded as raw unedited image attachments

116. In e-Office terminology, what is 'e-Dak' or 'Receipts Module'?
(A) An automated digital software system designed specifically for ordering office snacks and tea for administrative staff
(B) A graphic design module used for formatting and printing secondary academic textbook covers and library journals
(C) A module for scanning, uploading, logging, and electronically routing incoming communications to dealing units
(D) An online public student grievance portal where enrolled students can submit complaints regarding school facilities

117. Consider the following statements regarding the procedure for weeding out/destruction of old government records:
I. Records must be reviewed periodically according to the prescribed Record Retention Schedule (RRS).
II. Files marked for destruction must be recorded in the Register of Destroyed Records before destruction.
III. Destruction of financial records involved in pending audit objections or court cases is strictly prohibited regardless of retention tenure.
IV. Any employee can destroy old files at their personal discretion without supervisory approval.
Which of the statements given above are correct?
(A) I, II and III only
(B) I and IV only
(C) II, III and IV only
(D) I, II, III and IV

118. Which authority must constitute the official review committee or issue approval for the destruction/weeding out of Class 'C' files in a school administrative set-up?
(A) The elected executive members of the local student union council
(B) The private sanitation and maintenance contractor hired by the school
(C) Third-party commercial paper recycling vendors engaged for scrap purchase
(D) Head of Office (HoO) or Head of School (HoS) following record retention rules

119. What method of record destruction is legally prescribed for confidential or sensitive administrative records marked for weeding out?
(A) Selling them as intact loose document sheets to commercial paper vendors in the open market
(B) Shredding or incineration under direct supervision of a responsible official
(C) Dumping them openly in municipal public landfills alongside regular administrative refuse
(D) Leaving them completely unattended in open school playgrounds and common athletic grounds

120. What critical administrative record must be permanently maintained by an office even after old physical files are weeded out and destroyed?
(A) Daily lunch canteen coupons and staff refreshment tokens issued by the cafeteria
(B) Personal visitor gate entry pass tokens and daily visitor log slips from reception
(C) Register of Records Destroyed (listing file numbers, subjects, and destruction dates)
(D) Old chalk purchase receipts and classroom stationery bills dating back over 50 years

121. Under the Manual of Records Management, why is it mandatory to retain records related to pending court cases or judicial inquiries beyond their normal retention schedule?
(A) To deliberately increase physical storage room rental expenditure and departmental maintenance budgets
(B) To prevent the timely career promotion

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and career progression of junior ministerial administrative staff
(C) Records involved in active judicial litigation carry no special legal significance or evidentiary weight
(D) Judicial mandates override retention schedules, and destruction during litigation is suppression of evidence

122. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Financial records such as Cash Books, Contingent Registers, and Service Books must never be weeded out prematurely before their statutory retention limits specified in GFR/Financial Rules expire.
Reason (R): Financial records are subject to retrospective statutory audit by AGCR / CAG and form legal evidence for pension and liability determinations.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

123. Under Section 4(1)(a) of the Right to Information (RTI) Act 2005, what is the mandatory obligation of every public authority regarding file and record management?
(A) To make all administrative physical and electronic files strictly confidential and inaccessible to public citizens
(B) To maintain all records duly cataloged and indexed in a manner that facilitates the Right to Information
(C) To routinely destroy all files older than two years to prevent citizens from filing statutory RTI applications
(D) To charge steep commercial fees and access rates for viewing public record indexes and file classification registers

124. When an RTI application seeks information contained across multiple physical files, how must the Public Information Officer (PIO) / Head of Office process the records?
(A) Reject the RTI application immediately without recording any valid statutory grounds or written justification
(B) Locate files via index, check Section 8 exemptions, sever exempt portions, and provide information in time
(C) Direct the RTI applicant in writing to visit the office and search through the central record room personally
(D) Transfer the original physical files permanently to the personal possession of the requesting RTI applicant

125. If a file contains sensitive information exempt under Section 8(1) alongside general non-exempt public information, what administrative procedure is followed under the RTI Act?
(A) Apply doctrine of severability (Section 10), redacting exempt portions and disclosing remaining info
(B) The entire file is withheld unconditionally from the RTI applicant regardless of general public interest
(C) The active administrative file is destroyed immediately to permanently prevent any public disclosure
(D) The entire file including exempt confidential notes is leaked directly onto public online websites

126. An applicant files an RTI request seeking copies of the internal noting portion of a file concerning a teacher's disciplinary case that has been finalized. Which of the following statements represents the correct legal position regarding disclosure under the RTI Act 2005?
(A) Internal file notes are permanently protected from RTI and can never be disclosed under any statutory circumstances
(B) File notes can only be disclosed if the requesting applicant pays a special administrative penalty fee to the office
(C) File notes are public records and disclosable unless protected under Section 8(1) or personal data rules
(D) Only file notes written by the Principal are exempt, whereas notes written by junior clerks are fully disclosable

127. When an administrative file is marked 'Confidential' under office procedures, how does this classification interact with the statutory obligations under the RTI Act 2005?
(A) Internal office classification markings override Parliament's statutory RTI Act provisions completely in all cases
(B) All files and registers maintained in a

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government school are automatically exempt from RTI disclosure by default
(C) Files marked 'Confidential' must be disclosed publicly on national television news broadcasts immediately upon request
(D) Marking a file 'Confidential' does not exempt it from RTI disclosure unless covered by Section 8 or 9 exemptions

128. What record management practice is essential for tracking time-bound response obligations under the RTI Act?
(A) Writing all pending RTI tracking numbers and applicant details on classroom blackboards for public visibility
(B) Maintaining informal oral logs and daily memory reminders without making any physical or digital written entries
(C) Maintaining an RTI Register logging receipt date, 30-day deadline, file references, and response details
(D) Recording incoming RTI application details and response progress directly inside student annual report cards

129. How should 'Confidential' or 'Secret' administrative files be stored physically in a Head of Office setup?
(A) Left open and unattended on common office dealing tables overnight after official working hours
(B) Secured in locked fire-proof cupboards under custody of the authorized officer or confidential assistant
(C) Stacked loosely on open corridor shelves easily accessible to visiting general public and students
(D) Kept inside unlocked student desk drawers located inside active academic secondary school classrooms

130. What special procedure governs the movement of confidential files between departments or officers?
(A) Sent through ordinary open peon delivery books without enclosing the file in any cover envelope
(B) Broadcasted publicly over official local radio frequencies and public address speakers
(C) Transported in unsealed transparent plastic bags carried by external commercial private contractors
(D) Enclosed in double sealed envelopes with 'Confidential' marked only on inner envelope, sent by trusted messenger

131. Consider the following rules regarding handling of 'Confidential Reports' (e.g., APAR / ACR files):
I. APAR files must be maintained separately from routine administrative establishment files.
II. Access to APAR files is strictly restricted to authorized custodians and competent authorities.
III. Full disclosure of numerical grading and entries in APAR is communicated to the concerned employee as per statutory guidelines.
IV. APAR files may be kept in open staff room shelves for peer review.
Which of the statements given above are correct?
(A) I, II and III only
(B) I and IV only
(C) II, III and IV only
(D) I, II, III and IV

132. What is the rule regarding taking home official physical files, particularly confidential files, by administrative officers?
(A) A routine administrative practice allowed freely for all staff members anytime without prior authorization
(B) Mandatory requirement enforced for all Vice-Principals to carry files home every weekend for review
(C) Strictly prohibited, except under exceptional necessity with written permission of the Head of Department
(D) Expressly encouraged by office guidelines in order to empty physical office storage space and filing cabinets

133. What marking is placed on a file containing sensitive disciplinary proceedings, sexual harassment inquiry reports (ICC), or vigilance inquiries?
(A) Confidential / Secret - Vigilance / Disciplinary Matter
(B) General Open Public Administrative File
(C) Standard Academic Open Record File
(D) Commercial Public Tender File

134. In the e-Office environment, how is confidentiality maintained for sensitive files?
(A) By turning off the computer monitor display screen whenever leaving the administrative desk unattended

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(B) By deleting the digital file permanently from the central server at the end of each working day
(C) By sharing system administrative passwords openly with all enrolled secondary school students
(D) Through role-based Access Control Lists (ACL), encryption, and restricted electronic movement controls

135. What is the main structural function of a 'File Movement Register'?
(A) To record employee casual leave balances, earned leave accruals, and monthly service attendance records
(B) To maintain a chronological record of file movement between desks/officers, preventing untraceable misplacement
(C) To record daily meteorological weather observations and climate parameters for environmental science labs
(D) To calculate annual institutional budget allocations, departmental financial grants, and recurring expenditure

136. Which of the following details must be captured in a File Movement Register entry when a file is transferred?
(A) File Number and Subject
(B) Name/Designation of Sending and Receiving Official
(C) Date and Time of transfer
(D) All of the above

137. How does an automated File Tracking System (FTS) in e-governance improve record movement over manual registers?
(A) It generates automatic annual financial grants and monetary subsidies directly for the school account
(B) It completely eliminates the statutory requirement for any supervisory decision-making or executive approval
(C) It replaces all human administrative and ministerial office staff with automated hardware robotics systems
(D) Provides real-time tracking, alerts for delayed files, movement history, and instant lookup across departments

138. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Failure to update file movement records creates severe administrative bottlenecks during statutory inquiries and audit procedures.
Reason (R): Untracked physical file movement leads to lost files, untraceable delays, inability to fix accountability, and administrative paralysis.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

139. What is a 'Transit Register' used by peons or office messengers?
(A) A register used exclusively to record library book issues and return dates for secondary school students
(B) A portable logbook where receiving officers sign to acknowledge receipt of files/dak delivered by hand
(C) A logbook register maintained by school transport staff for tracking daily school bus routes and timings
(D) A comprehensive permanent inventory ledger tracking physical sports equipment and gymnasium items

140. What is the 'Digitization of Records' process in educational and public administration?
(A) Mass printing digital electronic files onto recycled paper sheets for storage in traditional record rooms
(B) Converting paper files into digital formats (PDF/A) via scanning, indexing, metadata tagging, and OCR
(C) Selling departmental electronic computers and hardware to procure traditional paper notebooks and binders
(D) Typing informal text messages and mobile notifications on personal devices regarding administrative tasks

141. Which of the following is a primary administrative benefit of record digitization in school management?
(A) Instant searchability, disaster backup, multi-user access, reduced wear and tear, and space optimization
(B) Substantial increase in physical storage room space requirements and physical file folder procurement costs
(C) Complete administrative elimination of

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the necessity for implementing cyber data security and privacy measures
(D) Automatic statutory exemption of the educational institution from complying with general government rules

142. A school administration decides to digitize 30 years of historical service records and establishment files. Which step is essential to ensure that digitized electronic files remain admissible and verifiable in legal proceedings?
(A) Scanned documents must be digitally edited using graphic software to remove historical marks and look brand new
(B) The original legacy paper files must be permanently burned immediately prior to conducting any verification audit
(C) Scanned documents must be indexed, certified with Digital Signatures/Timestamps, and comply with IT Act standards
(D) Scanned electronic documents should be saved directly onto generic storage drives without any file names or dates

143. What is 'Metadata' in the context of digital file and record management?
(A) The physical weight and dimensions of high-speed desktop document scanner machines used in administrative offices
(B) The total procurement expenditure and commercial market cost of high-definition computer display monitors
(C) The specialized durable metal alloy material utilized in manufacturing heavy-duty fireproof office filing cabinets
(D) Structured data describing context, content, creation date, author, subject, and file number to facilitate retrieval

144. What risk must be actively mitigated when transitioning from physical file archives to digitized record repositories?
(A) Excessive operational usage and depletion of physical blue ink cartridges during routine administrative typing
(B) Severe overcrowding and physical space constraints inside physical departmental record storage rooms
(C) Data corruption, cyber breaches, unauthorized access, and obsolescence requiring regular backups and security protocols
(D) High financial postal fees and paper courier costs associated with physical mail dispatch operations

145. In official noting, which of the following practices is recognized as a major administrative error?
(A) Citing exact statutory rule provisions and clauses (e.g., Delhi School Education Rules 1973) in official notes
(B) Writing verbose, emotional opinions without clear facts, logical structure, or recommendations
(C) Systematically structuring long complex internal file notes into clear, well-formatted numbered paragraphs
(D) Summarizing voluminous background correspondence and multi-page representations clearly on note sheets

146. Consider the following common errors in official drafting:
I. Omitting the official reference file number and date of incoming communication.
II. Using vague, ambiguous, or colloquial language instead of precise administrative terminology.
III. Failing to specify the exact compliance deadline or expected action by the recipient.
IV. Including a clear distribution list ('Copy to') for all relevant stakeholders.
Which of the statements given above represent administrative errors in drafting?
(A) I, II and III only
(B) I and IV only
(C) II, III and IV only
(D) I, II, III and IV

147. What administrative defect occurs when a dealing assistant prepares a draft that contradicts the final approved note on the file?
(A) Material deviation between decision and draft, rendering the draft unauthorized and liable for rejection
(B) Automatic approval and administrative endorsement of the draft by higher supervisory authorities
(C) A legally valid and binding procedural amendment of the original administrative decision on file
(D) An acceptable form of creative clerical expression routinely permitted in government office management

148. Why is the use of unparliamentary, disrespectful, or personal derogatory language in file noting strictly penalized under CCS (Conduct) Rules?

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(A) Because official file notes are published and printed directly in daily commercial entertainment magazines for public reading
(B) Because using derogatory wording automatically increases the statutory administrative filing fee charged to visiting citizens
(C) Notes are permanent records; derogatory language violates professional standards, decorum, and administrative neutrality
(D) Such language is expressly permitted and allowed under specific exceptional administrative circumstances during file discussions

149. A dealing assistant submits a note recommending financial sanction for school repairs under GFR 2017 but fails to mention whether financial budget availability exists under the relevant budget head. What procedural error has occurred?
(A) Incomplete noting due to failure to verify budget availability
(B) Drafting error involving excessive over-specification of facts
(C) Direct statutory violation of intellectual property and copyright law
(D) Excellent administrative initiative deserving supervisory commendation

150. Which of the following measures is most effective for a Head of Office to eliminate recurrent errors in official noting, drafting, and file management across school staff?
(A) Verbally reprimanding and criticizing ministerial staff members publicly during general school morning assemblies
(B) Stopping the issuance of all written administrative orders and official notices permanently across all departments
(C) Transferring all routine administrative, ministerial, and filing duties directly to enrolled classroom students
(D) Providing structured MOP training, maintaining guard files, enforcing supervisory checks, and adopting e-Office workflows

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ANSWERS

1. (B) Correspondence portion and noting portion
According to the Manual of Office Procedure, an official file in government administrative offices is functionally divided into two main parts: the correspondence portion and the noting portion. The correspondence portion contains all received communications and copies of issued letters, while the noting portion records internal observations, rule citations, and processing remarks to facilitate administrative decision-making.

2. (D) To ensure systemic continuity, rapid retrieval of precedent, accountability, and legal transparency in administrative decision-making
Sound file management in educational and public administration serves as the foundation for institutional memory. By maintaining organized records, administrative setups ensure operational continuity across personnel transfers, enable quick retrieval of historical precedents, uphold statutory compliance, and ensure transparency in public decision-making. Systematic archiving also supports accountability during internal audits and judicial reviews.

3. (A) Inability to establish official precedence and defensibility during judicial or statutory reviews
Improper file maintenance severely undermines institutional memory in public administration. Without accurate, complete, and properly preserved administrative records, government organizations cannot retrieve precedents, establish administrative justification, or provide reliable evidence. This creates significant operational vulnerabilities, exposing institutions to legal challenges, statutory non-compliance, and an inability to defend decision-making processes during judicial or regulatory reviews.

4. (A) Class 'A' Files
Under administrative record management rules, files are categorized based on their functional importance and preservation necessity. Class 'A' files comprise records of permanent value, including historical, legal, or major policy decisions. These files require permanent retention, microfilming, or digitization to safeguard vital institutional documentation, ensure legal defensibility, and provide an uninterrupted historical record for future governance.

5. (A) Both A and R are true and R is the correct explanation of A
Government offices mandate subject-based file classification rather than organizing records by individual personal names. Classifying files according to standardized functional subjects ensures logical thematic grouping, consistent record tracking, and seamless administrative workflow. This structural approach prevents record dislocation when administrative personnel are transferred, maintaining institutional continuity and enabling incoming officers to access historical records without disruption.

6. (C) Group Head → Basic Head → Sub-head → File Number
The standard Functional File Index system organizes administrative records through a top-down hierarchical classification. The structure begins at the highest level with the Group Head, followed by the Basic Head representing the specific function, then the Sub-head detailing the transaction type, and concludes with the specific File Number. This systematic arrangement facilitates precise tracking and indexing.

7. (B) Establishment and Staffing Matters
In educational record classification, a Group Head represents a broad functional division of administrative activity under which related operational subjects are organized. Establishment and Staffing Matters constitutes a primary Group Head covering broad personnel functions such as appointments, promotions, service conditions, and leave management, which are subsequently subdivided into specific basic heads, sub-heads, and file numbers.

8. (C) Class 'B' files are retained for 30 years after digitization, whereas Class 'C' files are retained for a specified period not exceeding 10 years
Record retention schedules categorize files based on their administrative and legal durability. Class 'B' files possess long-term significance and are retained for thirty years after digitization before permanent review. In contrast, Class

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'C' files cover routine administrative matters of temporary utility and are retained for specific shorter durations, generally not exceeding ten years from closing.

9. (D) By creating cross-reference slips or cross-indexing entries in the file index register
When an administrative file touches upon multiple functional subjects or overlapping departmental domains, opening duplicate physical files creates procedural confusion. To maintain traceable context and seamless retrieval, office procedures mandate creating cross-reference slips or cross-indexing entries within the file index register. This connects related subject areas while maintaining a unified, authoritative primary file.

10. (B) I and III only
Standard file numbering systems incorporate structured codes representing the functional subject group, administrative section, year, and serial sequence. This standardized arrangement enables rapid file tracking, efficient retrieval, and clear inter-departmental correspondence. Combining unrelated administrative subjects within a single file violates record management principles, as each official file must remain dedicated strictly to a single distinct subject.

11. (B) The serial number of the file within that subject head in that calendar year
In standard government file numbering formats, numerical components represent structured classification details. In an identifier like F.8(12)/DoE/Estt./2023, the number inside brackets denotes the unique sequential serial number assigned to that specific file under the designated subject head during that year. This coding allows precise identification, chronological tracking, and quick retrieval in registry systems.

12. (B) The file is closed as Part-I, and a new volume designated as Part-II is opened under the same file number
To maintain physical integrity and ease of handling, office procedure manuals stipulate that active files should not exceed a manageable thickness of approximately two hundred pages. When a file becomes excessively bulky, it is formally closed as Part-I, and a new volume designated as Part-II is opened under the identical file number for continued processing.

13. (A) To record all opened files, their allotted numbers, subjects, and retention categories
A File Index Register functions as the central catalog for record management in an establishment. Its primary purpose is to maintain a comprehensive inventory of all opened files, capturing their assigned file numbers, subject titles, functional classifications, opening dates, and retention categories. This system prevents duplicate file creation and streamlines administrative document tracking.

14. (C) Identify functional subject head, assign file number from index register, place dak on correspondence side, start note on left side, and enter in register
Opening a fresh official file requires a systematic procedural order to ensure proper record control. The process involves identifying the functional subject head, assigning a standardized file number from the index register, docketing incoming correspondence on the right side, initiating the note on the left green sheet, and logging complete file details in the registry.

15. (D) To track the location, current handler, transfer date, and movement history of a file
A File Movement Register or Movement Card serves as a real-time tracking mechanism in administrative offices. It systematically records the movement history of a physical file, including the current location, names of handling officials, transfer dates, and receiving sections. This log maintains operational transparency, prevents untraceable file misplacement, and enforces accountability across administrative channels.

16. (C) Flags are attached temporarily to identify referenced attachments or precedents and are removed when the file is disposed of
Reference flags are temporary visual aids affixed to relevant pages or referenced precedents in an active file to facilitate immediate examination by reviewing officers. Standard administrative rules mandate that these flags must never be permanently attached to official records. Once the file is processed and disposed of, all temporary flags must be removed prior to archiving.

17. (B) Details of all incoming official communications received in the office
The Diary Register maintained in the central receipt section of an office serves as the official primary record for logging all incoming

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communications, or Dak. It records key receipt details, including entry date, sender identity, original letter number, date of issue, and assigned internal distribution section, establishing verifiable proof of receipt for administrative workflow.

18. (A) Both A and R are true and R is the correct explanation of A
Stamping incoming mail with the receipt date and logging it in the Central Diary Register is a mandatory initial administrative step. This process establishes verifiable statutory evidence of document receipt, fixes administrative accountability for processing times, and ensures compliance with prescribed response deadlines under official operational guidelines and Right to Information statutory provisions.

19. (A) To record serial details, recipient address, transit mode, and postage costs of outgoing official communications
A Dispatch Register functions as the central account log for all outgoing official correspondence from an administrative office. It systematically records key communication details, including unique dispatch serial numbers, issue dates, recipient details, transmission channels, and postal expenditure incurred. This record provides verifiable proof of outgoing communication and ensures financial accountability.

20. (C) Personal residential address of the dealing clerk
Standard entries in an official Dispatch Register focus strictly on communication details and official recipient information. Mandatory particulars include the unique dispatch number, issue date, concise subject summary, and full official designation and address of the addressee. Personal details of handling staff, such as a clerk's residential address, are entirely irrelevant to official dispatch records.

21. (A) Transit Slip or File Movement Register entry signed by receiving official
Real-time tracking of physical file transfers between officers or sections relies on formal documentation. When a file is manually moved, accountability is established through a Transit Slip or an entry in the File Movement Register, signed and dated by the receiving official. This mechanism prevents untraceable misplacement and maintains an unbroken chain of custody.

22. (D) The school may default on mandatory legal or RTI deadlines, leading to ex-parte legal actions or penalties on the Head of Office
Neglecting the systematic logging of incoming mail in the Diary Register exposes an institution to legal and statutory risks. Unrecorded communications, particularly legal notices or time-sensitive Right to Information applications, can lead to missed compliance deadlines. This failure can result in adverse ex-parte judicial decisions, regulatory sanctions, or personal penalties on administrative heads.

23. (B) Verify from the File Index Register whether a file already exists on the subject to avoid opening duplicate files
Prior to initiating a fresh official file, a dealing assistant must perform a mandatory preliminary verification in the File Index Register. Checking existing index records ensures that no active or closed file already exists on the specific subject. This safeguard prevents record duplication, eliminates fragmented documentation, and maintains unified subject tracking in administrative systems.

24. (C) Noting on the Left side; Correspondence on the Right side
Standard office procedure manuals mandate a strict structural layout for physical file folders to maintain organization. The noting portion, consisting of green note sheets recording deliberations and rule analyses, is placed on the left side of the folder. The correspondence portion, containing incoming communications and outgoing letter copies, is secured on the right side.

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25. (B) II → I → III
The proper sequence for opening a fresh file begins with checking the existing file index to ensure no file already exists on the subject. Next, a standardized file number is assigned based on the functional subject classification system. Finally, incoming mail is docketed on the correspondence side, and the initiation note is written.

26. (A) Entering page number, date, and description of incoming dak on the note sheet for reference
In administrative file management, docketing refers to the systematic practice of recording entry details of incoming correspondence onto the official note sheet. The dealing assistant logs the

serial page number, letter date, receipt date, and brief subject summary, establishing an explicit cross-reference between internal file deliberations and external incoming communications.

27. (B) Numbered consecutively at top right-hand corner in chronological sequence from top to bottom
Correspondence sheets in an official file must be systematically paginated to preserve document integrity and ease of reference. Standard procedures dictate that pages in the correspondence section are numbered consecutively in ink at the top right-hand corner, arranged in strict chronological sequence from top to bottom as documents are received or issued.

28. (B) When action on all issues in the file is completed and no further action is required
An administrative file is formally designated as closed when all required executive actions, decisions, financial sanctions, or policy implementations regarding the subject matter are fully completed. Once no further action remains pending, the file is formally marked closed, assigned an appropriate record retention classification, and prepared for transfer to the record room.

29. (A) Close the file, assign retention category (A, B, or C), update File Index Register, and send to Record Room
Upon completion of all administrative approvals, payments, and statutory audits on a matter, the responsible authority must systematically finalize the file. This process entails formally closing the file, assigning an appropriate record retention classification based on preservation guidelines, updating entries in the File Index Register, and transferring the physical folder to the departmental record room.

30. (C) At intervals specified in the Record Retention Schedule (e.g., 3rd, 5th, or 10th year)
Closed files stored in departmental record rooms undergo mandatory periodic administrative reviews to evaluate their retention necessity. These reviews are conducted at fixed intervals specified in the Record Retention Schedule, typically at the third, fifth, or tenth year. This systematic evaluation determines whether files should be retained further, digitized, or safely weeded out.

31. (D) A prescribed statutory guideline specifying the retention period for administrative records before review or weeding out
A Record Retention Schedule is an official regulatory document in public administration that defines retention periods for various categories of official records. It prescribes mandatory timeframes during which files must be preserved in departmental record rooms before undergoing periodic review, digitization, microfilming, or permanent destruction, ensuring uniform record governance across departments.

32. (A) Both A and R are true and R is the correct explanation of A
Files concerning broad policy formulation, statutory interpretations, land title acquisitions, or major precedent-setting decisions are formally classified under Class 'A' or Class 'B' categories. These records possess enduring historical, legal, or administrative value, necessitating long-term preservation, microfilming, or permanent digital archiving to maintain institutional memory and ensure future legal defensibility.

33. (B) File number, Subject, opening/closing dates, classification category, and retention period
Before transferring a closed file to departmental archives, specific metadata must be clearly recorded on its outer cover. Mandatory cover entries include the assigned file number, exact subject title, formal opening and closing dates, designated record classification category, and prescribed retention period, enabling efficient indexing, retrieval, and scheduled retention review.

34. (D) The written remarks, facts, rule provisions, and proposed action recorded on a file to assist authorities in decision-making
Noting represents the core decision-making process within public administrative filing systems. It consists of written remarks, factual summaries, statutory rule citations, relevant precedents, and proposed courses of action recorded on the green note sheets of a file to assist competent administrative authorities in reaching informed, lawful, and objective decisions.

35. (A) To analyze incoming dak, state relevant rules, suggest options, and enable the deciding officer to pass an informed order
The primary objective of official noting is to facilitate efficient and objective decision-

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making. A well-constructed note analyzes incoming correspondence, summarizes pertinent background facts, cites applicable statutory provisions and departmental precedents, outlines available operational options, and suggests logical courses of action to enable the deciding authority to issue a well-considered order.

36. (C) Concise, objective, factual, precise, and courteous language in third person
Official notes must adhere strictly to professional administrative standards in tone, style, and structure. Language must remain objective, factual, concise, and courteous, avoiding emotional bias, personal slurs, or casual slang. Furthermore, notes are conventionally written in the third person to maintain institutional neutrality, professional decorum, and administrative clarity across review levels.

37. (A) At the bottom right corner of the note
Upon completing an official note on a file, the writing or reviewing officer must formally authenticate the entry. Standard administrative practice requires the officer to sign or initial the note and write the date at the bottom right-hand corner, establishing formal accountability, administrative origin, and chronological sequence within the file.

38. (D) A comprehensive note presenting background facts, rules, and precedents so the deciding authority can act without reading full correspondence
A self-contained note is a comprehensive administrative summary designed to streamline executive decision-making. It consolidates all essential factual background, relevant rule provisions, financial implications, and precedent references into a cohesive text, enabling the deciding authority to fully understand the matter and pass clear orders without reviewing voluminous attached correspondence.

39. (B) Verbatim reproduction or copy-pasting of incoming correspondence without adding administrative value
Verbatim reproduction or verbatim copy-pasting of incoming correspondence into file notes is considered a major administrative defect in official procedure. Noting should add value by analyzing issues, citing applicable rules, highlighting precedents, and proposing specific actions, rather than redundantly duplicating external communications already present on the correspondence side of the file.

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40. (D) I, II and III
Effective official noting requires strict adherence to sound administrative practices. Notes must be organized into logical, numbered paragraphs, maintain professional decorum by avoiding personal bias or derogatory language, and incorporate precise cross-references to previous notes and flagged attachments, ensuring structured, transparent, and efficient administrative decision-making processes.

41. (D) "Approved as proposed."
When a higher administrative authority completely concurs with the factual analysis, statutory rule interpretation, and recommended course of action presented in a subordinate officer's note, brevity and clarity are preferred. The standard official endorsement recorded on the file note by the competent authority is "Approved as proposed."

42. (A) Record reasons for disagreement politely and state the alternative decision clearly in a fresh paragraph
When a superior authority disagrees with a proposal submitted by a subordinate, administrative decorum requires recording specific reasons for the disagreement clearly and politely in a fresh paragraph on the note sheet. The officer must state the alternative decision or modified directive explicitly, ensuring transparency and accountability without altering previous notes.

43. (B) Direct the assistant to submit a concise, self-contained note incorporating relevant CCS (CCA) Rules 1965 provisions
When an administrative note is disorganized, excessively lengthy, and lacks essential statutory rule references, the supervising authority must return the file with specific instructions. The dealing assistant should be directed to prepare a concise, self-contained note clearly outlining key facts, procedural history, and relevant provisions of the applicable governing service rules.

44. (B) Pencil must not be used for main notes; notes must be written in ink or typed, though

temporary margin notations in pencil are permissible
Standard office procedures mandate that main official notes must be permanently written in ink or typed to preserve record integrity and prevent unauthorized alteration. Writing main notes in pencil is strictly prohibited, although temporary, informal marginal observations or procedural pointers in pencil are permissible during preliminary administrative examination.

45. (A) A brief note on minor operational matters requiring straightforward action without policy interpretation
A routine note refers to a brief administrative entry prepared for minor operational, procedural, or recurring matters that do not involve complex rule interpretations, policy formulation, or financial precedents. Routine notes facilitate rapid disposal of day-to-day administrative tasks through standardized, straightforward processing on the file.

46. (C) It summarizes basic facts of received dak, points out missing data, and suggests interim steps before full processing
A preliminary note is an initial administrative entry prepared upon receiving complex or incomplete correspondence. It summarizes incoming basic facts, identifies missing information or required documents, and suggests interim procedural steps—such as seeking clarifications or calling for reports—before the main policy or operational issue is fully processed.

47. (A) Both A and R are true and R is the correct explanation of A
A Policy Note requires detailed background research, historical context, evaluation of alternative options, financial impact analysis, and statutory compliance checks. Policy decisions establish long-term administrative precedents and guidelines that govern future executive actions across institutions, making thorough factual analysis and comprehensive documentation essential prior to final ministerial or secretarial approval.

48. (C) A formal communication on a file sent from one section to another seeking advice, concurrence, or clarification
An Inter-Departmental Note, commonly referred to as an ID Note, is an internal formal communication sent from one administrative section or department to another on an active file. It is utilized to seek technical advice, statutory clarification, legal opinion, or financial concurrence required to process an administrative decision.

49. (B) When the case is voluminous or being submitted to top executive bodies (e.g., Minister, Secretary) for decision
A Summary Note or Executive Summary is mandatory when an administrative case involves extensive historical records, multi-volume files, or complex legal technicalities submitted to senior executive authorities, such as Ministers or Secretaries. It condenses essential facts, key issues, rule positions, and options to enable swift, well-informed executive decisions.

50. (D) Financial Sanction or Concurrence Note
A Financial Sanction or Concurrence Note is generated specifically to process expenditure proposals requiring formal financial approval under General Financial Rules. It details estimated costs, budget head allocations, procurement procedures followed, and statutory compliance, providing necessary documentation for competent financial authorities to accord formal sanction or concurrence.

51. (A) Preparing a formal official communication (letter, circular, or order) to convey an administrative decision to an addressee
Drafting in government administrative practice refers to the process of framing a formal written communication—such as a letter, office memorandum, circular, or order—to convey an approved decision, directive, or information to an external addressee or subordinate establishment clearly, accurately, and in accordance with prescribed official formats.

52. (C) Noting is the internal decision-making process on file, while Drafting prepares the communication conveying that decision
In official procedure, noting and drafting are sequential, distinct functions. Noting represents the internal administrative process of examining facts, applying rules, evaluating options, and recording official decisions on file sheets. Drafting is the subsequent stage, where a formal communication is written to convey that internal decision to external recipients or staff.

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53. (A) Clear orders approving the action must have been recorded on the noting sheet by the competent authority
A fundamental prerequisite before framing a draft communication is obtaining explicit written authorization. Clear orders approving the proposed action, policy, or financial spending must be formally recorded and authenticated on the file noting sheet by the competent authority before a dealing assistant can prepare a draft for approval or dispatch.

54. (D) Formal Official Letter / Notice
When communicating an administrative decision, penalty, or formal warning to an external commercial vendor or contractor, the appropriate format is a formal Official Letter or Notice. This format includes standardized headers, reference numbers, explicit facts, legal/contractual terms, formal salutations, and subscriptions, ensuring administrative validity and legal enforceability.

55. (B) Draft For Approval
The abbreviation DFA stands for Draft For Approval in government office procedures. It is written on temporary draft documents or attached flags placed within an active file folder to indicate to reviewing officers and competent authorities that the proposed communication sheet is submitted for examination, modification, and formal approval.

56. (C) Clear, concise, unambiguous, polite language containing essential facts and reference numbers
A well-crafted official draft must maintain clarity, conciseness, precision, and a polite professional tone. It should present all necessary facts, reference numbers, dates, and compliance requirements clearly, avoiding ambiguous phrasing, redundant internal noting details, or personal opinions, thereby ensuring that the recipient understands and executes the intended administrative directive without ambiguity.

57. (D) Cite incoming communication's letter number, date, and subject in opening paragraph or reference block
Proper referencing is essential in administrative drafting to ensure document traceability and operational continuity. Standard guidelines require citing the reference letter number, date, and subject of prior incoming or outgoing correspondence in the opening paragraph or reference header, enabling both sender and recipient to link the communication to existing files.

58. (D) I, II and III
Effective administrative drafting requires strict adherence to core principles. A draft should focus on a single subject, organize content into numbered, logical paragraphs, and maintain a professional tone appropriate to the communication type. Following these rules prevents ambiguity, streamlines inter-departmental operations, and ensures clarity for the recipient.

59. (B) Attached as a loose sheet with a DFA flag on the right side of the file
When a draft communication requires review and authorization by a senior authority, it is placed in the physical file folder as a loose sheet on the right side, clearly marked with a Draft For Approval flag. This arrangement allows reviewing officers to inspect, edit, or sign the draft easily.

60. (B) It leads to administrative confusion, delays, disputes, and potential legal unenforceability
Issuing an official draft without specifying effective implementation dates, legal authority citations, or complete enclosure lists causes administrative confusion and operational delays. Such omissions create ambiguity regarding enforcement boundaries, lead to procedural disputes among affected parties, and can render the issued order legally unenforceable during statutory reviews or court proceedings.

61. (A) Noting is an internal record of deliberation; Drafting produces outgoing communication for recipients
The essential distinction between noting and drafting lies in their operational target and function. Noting represents internal administrative deliberations, rule assessments, and decision-making recorded on file note sheets. In contrast, drafting is the formulation of formal outgoing communications designed to convey those finalized internal decisions to external recipients or staff.

62. (A) Both A and R are true and R is the correct explanation of A
Internal file notes are administrative deliberations and do not constitute enforceable legal orders. Administrative decisions acquire formal legal

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validity and external applicability only when official communications or orders are formally signed, dated, and issued by a competent authority, making draft issuance essential for legal enforcement and statutory execution.

63. (D) Green note sheets
In government file management, green note sheets are conventionally used for the noting portion to distinguish internal deliberations visually from incoming correspondence. This standardized color coding ensures immediate identification of administrative decision sheets, preventing procedural confusion and maintaining clear structural organization within physical file folders across government offices and educational institutions.

64. (C) Official Letter uses formal salutation and complimentary close, whereas an OM uses neither
A major structural difference between an Official Letter and an Office Memorandum lies in formal salutations and subscriptions. An Official Letter incorporates formal greetings, such as "Sir," and complimentary closes like "Yours faithfully." Conversely, an Office Memorandum omits both salutations and subscriptions, maintaining a direct, impersonal third-person style.

65. (B) Tucked on the correspondence side or tagged with a 'DFA' flag
In standard physical file organization, a Draft For Approval is temporarily tucked on the correspondence side of the file folder or attached loose with a prominent DFA flag. This positioning allows reviewing authorities to examine, edit, or approve the proposed outgoing text alongside relevant correspondence before final dispatch.

66. (D) External bodies, Constitutional authorities, Autonomous organizations, Governments, and private entities
Formal Official Letters are the primary mode of communication used when corresponding with external entities. These include constitutional authorities, statutory commissions, autonomous bodies, state or central government departments, local public authorities, private organizations, and individual citizens, adhering to established conventions of formal administrative structure, official salutations, and diplomatic decorum.

67. (A) Official letterhead/header with File Number and Government Name
A formal Government Letter must contain essential structural components to establish authenticity and legal validity. A mandatory requirement is the official letterhead or header, which clearly displays the government name, issuing department, office location, file reference number, and date of issue, ensuring clear identification and document traceability in administrative records.

68. (C) Official Letter
When an administrative head corresponds with an external public organization, such as a urban shelter improvement board, regarding civic issues outside institutional boundaries, the official letter format is most appropriate. It provides the required formal structure, complete reference details, official salutations, and legal clarity for inter-agency coordination.

69. (A) "Sir / Madam," or "Sirs,"
When an official letter is addressed to a commercial firm, corporate entity, or public organization rather than a named individual officer, standard administrative etiquette dictates specific professional salutations. The prescribed formal salutations are "Sir / Madam," or "Sirs," ensuring a neutral, standardized, and respectful tone appropriate for official government correspondence.

70. (D) "Yours faithfully,"
In formal administrative correspondence, the subscription or complimentary close follows established procedural conventions. For standard official letters addressed to external organizations, government departments, autonomous bodies, or private citizens, the mandated subscription phrase is "Yours faithfully," positioned directly above the signature, printed name, and designation of the issuing official.

71. (B) To disseminate general instructions, policy decisions, or information simultaneously to multiple offices or staff
A Circular is an administrative communication tool designed to convey general information, policy guidelines, standing procedural instructions, or administrative directives simultaneously to a broad audience. It ensures uniform dissemination of instructions across multiple subordinate offices, administrative

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units, or institutional staff members without requiring individual customized letters.

72. (C) It bears a subject, file number, date, instructions, and distribution list (Copy to)
An official Circular issued by government administrative authorities follows a standardized structural layout. Key defining features include an official letterhead, file reference number, date of issue, clear subject title, concise operational instructions, and an explicit distribution list detailing all intended recipient sections, subordinate offices, or designated staff members.

73. (A) I and II only
Circulars are ideal for notifying broad administrative decisions, academic schedules, and operational rules applicable across all subordinate institutions. They focus on matters of general application rather than individual disputes. However, like all official communications, circulars require prior administrative approval and file sanction from the competent authority before issuance.

74. (A) A Circular conveys general info/instructions to all staff, while an Office Order conveys specific decisions affecting duties or sanctions
The fundamental operational distinction between a Circular and an Office Order lies in scope and application. A Circular disseminates general information, policy guidelines, or routine instructions to a wide internal audience, whereas an Office Order conveys enforceable decisions affecting specific individual staff duties, postings, sanctions, or disciplinary penalties.

75. (B) On the school Notice Board and staff communication portals
To maximize administrative reach and ensure wide institutional visibility, official circulars issued by an administrative head are prominently displayed on physical notice boards and published on official staff communication portals. This practice ensures that all affected employees and stakeholders receive timely notification of official directives.

76. (B) Inter-departmental communications conveying executive decisions or guidelines without using formal letters
An Office Memorandum is primarily used for inter-departmental communications within government administration. It conveys executive decisions, administrative guidelines, statutory clarifications, or routine operational information between different departments, ministries, or internal sections without requiring the formal personalized structure, salutations, or complimentary closes of regular official government letters.

77. (A) Third person ("The undersigned is directed to convey...")
Administrative drafting rules mandate that an Office Memorandum must be written strictly in the third person grammatical perspective. Standard formal phrasing such as "The undersigned is directed to state..." is consistently employed to maintain impersonal administrative authority, avoiding first-person pronouns or conversational language throughout the entire document text.

78. (A) Both A and R are true and R is the correct explanation of A
An Office Memorandum omits formal salutations and complimentary closes because it functions as an impersonal administrative instrument for direct communication between government units. Its structural format prioritizes directness, starting immediately with the subject and body text, ending with the signature, name, and designation of the issuing official.

79. (D) At the bottom left corner of the document
In the standardized layout of an Office Memorandum, the recipient's designation and address are placed at the bottom left corner of the page. This positioning distinguishes the OM structure from formal letters, where addressee details appear at the top, maintaining consistent administrative formatting across public departments.

80. (C) Implement orders for eligible staff and keep the OM on record in the relevant establishment file
When an establishment receives an Office Memorandum issued by a competent central authority, such as a revision of allowances, the local administration must execute the directive for eligible staff. The OM serves as legal authorization, and an official copy must be placed in the establishment file for record and audit verification.

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81. (B) Office Order
An Office Order is the official administrative instrument used to issue formal directives regarding internal establishment matters. It is specifically employed for communicating employee transfers, work allocations, leave sanctions, grant of financial increments, promotions, and disciplinary penalties, carrying binding operational authority for the designated personnel within an organization.

82. (D) Approval and signature of the competent authority in accordance with rules
An Office Order derives its binding legal authority from the formal approval and signature of a competent administrative authority acting within empowered statutory rules. Without valid administrative sanction and proper authentication on file, an order lacks legal enforceability and cannot impose operational duties or rights on employees.

83. (A) It specifies administrative action, affected employee details, effective date, and governing rules
A distinct feature of an Office Order is its specific, legally binding nature. It explicitly details the administrative decision, names the affected employees, cites applicable service rules, states the effective date, and outlines precise operational directives, ensuring administrative clarity, individual accountability, and full compliance across organizational sections.

84. (C) Office Order
To assign additional administrative charges or specific operational duties to an employee—such as designating a senior teacher as Estate Officer—a formal Office Order must be issued. This document legally establishes the delegation of responsibility, defines the scope of duty, and serves as an official record for administrative audits.

85. (A) The affected employee receives a copy and provides a signed acknowledgment on the office copy
When an Office Order affecting employee duties or service conditions is issued, standard administrative procedure mandates serving a copy directly to the individual. The affected employee must provide a signed and dated acknowledgment on the retention office copy, establishing verifiable proof of service and compliance accountability for official records.

86. (D) To inform a group, staff, or students publicly about an event, requirement, or meeting
The primary administrative purpose of a Notice is to convey specific operational information, instructions, or meeting schedules publicly to a group, staff members, or students. Notices provide broad visibility, ensuring that target recipients are informed of upcoming requirements, events, or compliance obligations in a timely manner.

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87. (B) Date, time, venue, agenda, and issuing authority signature
A Notice for a staff meeting must contain essential operational details to ensure effective communication and participation. Essential components include the meeting date, starting time, specific venue, structured agenda items, and the official signature and designation of the issuing authority, providing complete clarity to all attendees.

88. (A) I, II and IV only
Administrative notices are designed for broad visibility and public or institutional display. They must provide brief, explicit operational instructions and can be published physically on notice boards or digitally on web portals. However, issuing a notice does not replace the requirement to maintain official background files and administrative records on the matter.

89. (D) A formal instrument asking an individual to explain why disciplinary action should not be taken against them for misconduct
A Show Cause Notice is a legal and administrative instrument issued in disciplinary proceedings. Unlike general informational notices, it formally charges an individual with specific misconduct or irregularity, providing a statutory opportunity to submit a written explanation as to why disciplinary or penal action should not be initiated against them.

90. (A) Filed in the relevant guard file or subject file for administrative record
Standard record management requires retaining signed office copies of all issued notices. These copies must be filed in the relevant guard file or subject file within the administrative office, serving as historical evidence of notification, administrative transparency, and record

availability for subsequent compliance or audit reviews.

91. (B) To draw personal attention of an officer to expedite pending matters or resolve bottlenecks
A Demi-Official (D.O.) Letter is an administrative communication tool used between government officers to draw personal executive attention to urgent or delayed matters. It bypasses routine clerical channels to expedite pending decisions, clarify sensitive administrative issues, or resolve inter-departmental bottlenecks through direct, officer-to-officer correspondence while maintaining record validity.

92. (B) Uses personal salutation ("Dear Shri...") and complimentary close ("Yours sincerely") signed by officer personally
A Demi-Official Letter possesses distinct structural features that differentiate it from routine government letters. It utilizes a personal, respectful salutation, such as "Dear Shri," is drafted in the first person singular, and ends with a personal complimentary close, "Yours sincerely," personally signed by the sending officer on official letterhead.

93. (A) Both A and R are true and R is the correct explanation of A
Demi-Official letters are written in the first person singular using a personal officer-to-officer tone. This direct style leverages personal executive contact between officials to overcome routine administrative delays, expedite pending inter-departmental approvals, and resolve complex operational issues that might otherwise remain stuck in slow bureaucratic channels.

94. (C) When critical structural repairs of a dangerous school building are severely delayed despite routine letters
A Head of School should issue a Demi-Official letter to a senior public works engineer when urgent, critical matters—such as structural repairs to a dangerous school building—are severely delayed despite routine reminders. The personal tone draws direct executive focus to high-priority safety concerns requiring immediate inter-agency administrative intervention.

95. (D) D.O. letters with official instructions must be logged in Diary/D.O. Register and placed on relevant file
Despite their personal tone, Demi-Official letters dealing with public business must be formally recorded. Government administrative rules mandate that D.O. letters containing official instructions, executive decisions, or operational commitments must be logged in the Diary or D.O. Register and placed on the relevant subject file to preserve complete institutional records.

96. (C) All incoming communications, letters, emails, notices, and documents received by an office
In government office terminology, Dak encompasses all incoming communications received by an organization. This includes official letters, circulars, memoranda, notices, telegrams, registered postal parcels, statutory applications, and electronic communications delivered via official email or digital portals, forming the entire volume of incoming mail requiring administrative processing.

97. (B) Opening, sorting by urgency/secrecy, and stamping receipt date/time on each communication
The initial step in the Dak receipt procedure involves receiving and opening the daily mail. The central receipt section opens envelopes, sorts communications based on urgency and security classification, and affixes a date-stamp showing the receipt date and time on each document before distributing them for logging and action.

98. (D) Keep unopened and deliver directly to the Principal or designated confidential officer
When incoming mail marked Confidential or Secret addressed to an officer by name is received, the receipt clerk must not open it. Standard security protocols require delivering the sealed envelope directly to the named officer or designated confidential assistant, ensuring privacy and protecting sensitive administrative information from unauthorized disclosure.

99. (A) To obtain written acknowledgement (signature/date) of physical delivery from receiving officer
A Dak Transit List or Transit Slip is utilized when physical communications or files are delivered by hand between administrative sections. Its primary function is to secure written

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acknowledgment, including signature and date, from the receiving section, establishing verifiable proof of physical transit and maintaining accountability for internal document movement.

100. (C) Annotate missing enclosures or damage on the receipt stamp and inform sender immediately
When incoming Dak arrives in a damaged condition or with listed enclosures missing, the receiving clerk must take immediate procedural note. The clerk must annotate the defect on the receipt stamp itself, log the deficiency in the register, and notify the sender promptly to request missing documents or clarify discrepancies.

101. (A) To check, register, stamp, address, and send outgoing communications accurately and promptly through appropriate channels
The primary objective of the dispatch procedure in record management is to ensure that outgoing communications are processed efficiently, accurately, and securely. It involves verifying signatures, logging details in the dispatch register, affixing required postage, addressing envelopes correctly, and transmitting communications promptly through designated delivery channels.

102. (A) I → II → III → IV
The standard chronological sequence for dispatching official correspondence begins with verifying that the document is signed and enclosures are attached. Next, details are logged in the Dispatch Register. The communication is then stamped and dispatched via the chosen channel, and finally, the signed office copy is safely filed in the subject folder.

103. (B) The signed or duplicate copy of outgoing letter retained in internal file for record and reference
An Office Copy, or spare copy, is the authenticated duplicate of an outgoing communication retained within the physical or electronic subject file folder. It serves as permanent administrative proof of dispatch, preserving exact body text, references, enclosures, and signatures for future verification, regulatory auditing, and official institutional reference.

104. (C) A unique serial number on outgoing letter linking it directly to its original file and dispatch record
A Dispatch Number is a unique sequential identifier assigned to outgoing official letters upon entry in the central Dispatch Register. It links the outgoing communication directly to its originating subject file and registration entry, facilitating document tracking, cross-referencing, administrative verification, and proof of issue in departmental records.

105. (D) The peon obtains signature, date, and official stamp of recipient in Peon Book or Transit Slip as proof
When an official document is dispatched by hand delivery, standard administrative procedure requires using a Peon Book or Transit Slip. The messenger must obtain the recipient's written signature, date, and official office stamp upon delivery, providing verifiable physical proof of delivery and maintaining full accountability for hand-delivered official correspondence.

106. (A) Registered Post with Acknowledgment Due (RPAD) or Speed Post with tracking report
For communicating statutory legal notices or formal quasi-judicial orders, administrative rules mandate delivery modes that provide legally admissible proof of service. Registered Post with Acknowledgment Due (RPAD) or Speed Post with official tracking reports serve as recognized statutory evidence of document delivery in legal, regulatory, and judicial proceedings.

107. (B) Speed Post or Authorized Official Email (e-Office) with tracking
When transmitting time-sensitive statutory compliance reports requiring delivery verification within 24 to 48 hours, administrative procedures specify priority transmission modes. Utilizing Speed Post or authorized e-Office electronic mail provides real-time delivery tracking, immediate receipt confirmation, and official audit documentation necessary for urgent time-sensitive governmental reporting.

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108. (A) Both A and R are true and R is the correct explanation of A
Communications transmitted through official government domain email addresses carry statutory validity equivalent to physical paper correspondence. Under the Information Technology Act and e-Office framework, electronic records and digital signatures receive legal recognition, enabling secure, authentic, and legally enforceable digital administrative workflows across public departments and educational institutions.

109. (A) Communications must be sent from official gov email IDs, logged in dispatch, with signed PDF attachments
Using email for official correspondence requires strict compliance with administrative security protocols. Communications must originate from authorized government email domains (@gov.in / @nic.in), contain signed PDF attachments of official letters, and be logged in the dispatch register to maintain legal validity, administrative authenticity, and audit tracking.

110. (C) Official Intranet, institutional email broadcast, or digital portals
For routine, non-confidential internal announcements where speed and cost-efficiency are prioritized, official intranets, institutional email broadcasts, or internal digital portals are utilized. These channels allow instant, mass communication across staff without incurring postal expenses or requiring individual physical acknowledgments, maintaining operational efficiency within public organizations.

111. (D) An integrated digital solution replacing physical file movement with electronic workflows to enhance efficiency and speed
The e-Office system is an integrated digital workplace solution designed to transform government record management. By replacing traditional physical paper files with electronic workflows, e-Office enhances administrative efficiency, speeds up decision-making, ensures operational transparency, and provides seamless document tracking across public administrative units and government schools.

112. (C) An electronic physical file representation comprising digital Noting and Correspondence modules with secure access
In the e-Office system, the e-File module represents the digital equivalent of a physical file folder. It incorporates electronic noting and correspondence sections, enabling digital docketing, attachment management, systematic file movement, and secure role-based access while fully preserving standard administrative file architecture and procedural principles.

113. (B) Through Digital Signature Certificates (DSC) or Aadhaar-based e-Sign
Authenticity and non-repudiation in e-Office workflows are guaranteed through cryptographic digital signing tools. Officers authenticate electronic notes, drafts, and approvals using Digital Signature Certificates (DSC) or Aadhaar-based e-Sign, ensuring statutory legal validity under the Information Technology Act and effectively preventing unauthorized tampering or record falsification.

114. (D) Real-time file tracking, complete audit trail of modifications, zero transit delay, and permanent digital archiving
Transitioning to e-Office workflows offers significant operational advantages over physical file processing. Key benefits include real-time file tracking, instant document transit between administrative levels, a complete digital audit trail of user actions, reduced paper consumption, and secure, permanent digital archiving for enhanced overall administrative efficiency.

115. (A) Finalized electronic notes are locked into an immutable, time-stamped sequence with full user logging
The e-Office system enforces strict data integrity mechanisms to prevent unauthorized record alterations. Once an electronic note is finalized and signed, it is locked into an immutable, time-stamped sequence. The software maintains complete user action logs, preventing back-dated insertions, unauthorized editing, or deletion of official file notes.

116. (C) A module for scanning, uploading, logging, and electronically routing incoming communications to dealing units
In e-Office architecture, the e-Dak or Receipts Module manages incoming communications digitally. It allows receipt clerks to scan paper mail, generate digital receipts, attach metadata, and electronically route incoming communications to concerned dealing sections or officers, eliminating physical transit delays and manual paper receipt registers.

117. (A) I, II and III only
Weeding out official records requires compliance with prescribed procedures. Records must undergo periodic review under the Record Retention Schedule, destroyed files must be logged in the Register of Destroyed Records, and financial files linked to pending audits or court cases cannot be destroyed regardless of age. Individual discretion in destroying files is strictly prohibited.

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118. (D) Head of Office (HoO) or Head of School (HoS) following record retention rules
The destruction or weeding out of Class 'C' files in an administrative setup requires formal authorization. The Head of Office or Head of School, acting in accordance with statutory record retention schedules and standing office rules, must constitute a review committee and approve the systematic disposal of obsolete records.

119. (B) Shredding or incineration under direct supervision of a responsible official
To maintain security and prevent unauthorized information leakages, confidential or sensitive administrative records marked for disposal must be destroyed securely. Prescribed destruction methods require mechanical shredding or controlled incineration under the direct supervision of an authorized responsible official, ensuring total destruction of sensitive government data.

120. (C) Register of Records Destroyed (listing file numbers, subjects, and destruction dates)
Even after old physical files are weeded out and destroyed, an establishment must permanently retain the Register of Records Destroyed. This statutory register maintains a historical log listing file numbers, subject titles, record classifications, and destruction dates, serving as permanent legal proof that files were disposed of according to rules.

121. (D) Judicial mandates override retention schedules, and destruction during litigation is suppression of evidence
Records connected to active court cases, judicial inquiries, or statutory investigations must be preserved beyond standard retention schedules. Judicial mandates override routine destruction rules, and disposing of records during pending litigation constitutes suppression of evidence, exposing the administrative authority to severe legal penalties for contempt of court.

122. (A) Both A and R are true and R is the correct explanation of A
Financial records like Cash Books, Contingent Registers, and Service Books must strictly comply with statutory retention periods specified in Financial Rules. Premature destruction is prohibited because these records undergo retrospective statutory audits by audit authorities and serve as essential legal evidence for pension calculations and financial liabilities.

123. (B) To maintain all records duly cataloged and indexed in a manner that facilitates the Right to Information
Section 4(1)(a) of the Right to Information Act 2005 mandates that every public authority must maintain all records duly cataloged, indexed, and organized. Proper record management facilitates efficient information retrieval, ensures administrative transparency, and enables public access to official records in accordance with statutory RTI obligations.

124. (B) Locate files via index, check Section 8 exemptions, sever exempt portions, and provide information in time
When an RTI application seeks information spread across multiple files, the Public Information Officer must locate relevant files using the file index. The PIO must examine content against Section 8 exemption clauses, apply the doctrine of severability to remove exempt portions, and provide accessible non-exempt information within statutory time limits.

125. (A) Apply doctrine of severability (Section 10), redacting exempt portions and disclosing remaining info
When a requested file contains both exempt information under Section 8(1) and non-exempt public data, Section 10 of the RTI Act applies. The Public Information Officer invokes the doctrine of severability, redacting exempt portions while providing the applicant access to the remaining non-exempt informational content within statutory deadlines.

126. (C) File notes are public records and disclosable unless protected under Section 8(1) or personal data rules
Under the Right to Information Act, internal file notes are recognized as public records. Once a administrative case is finalized, the noting portion is disclosable to applicants unless specific content falls under statutory exemption categories defined in Section 8(1) or involves third-party personal data protected by privacy provisions.

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127. (D) Marking a file 'Confidential' does not exempt it from RTI disclosure unless covered by Section 8 or 9 exemptions
Internal administrative markings like 'Confidential' or 'Secret' do not grant automatic exemption from public disclosure under the Right to Information Act. A public authority can deny information only if the requested material falls explicitly under statutory exemption clauses specified in Section 8 or Section 9 of the Act.

128. (C) Maintaining an RTI Register logging receipt date, 30-day deadline, file references, and response details
To comply with strict statutory response timelines under the RTI Act, an administrative office must maintain a dedicated RTI Register. This register logs receipt dates, calculated 30-day compliance deadlines, relevant file references, processing stages, and dispatch details, preventing statutory defaults and ensuring administrative accountability across departments.

129. (B) Secured in locked fire-proof cupboards under custody of the authorized officer or confidential assistant
Confidential or secret administrative files require stringent physical security measures. Government guidelines mandate that such files must be stored in locked, fire-proof steel cupboards under the direct personal custody of an authorized officer or designated confidential assistant, preventing unauthorized access, loss, or physical damage in administrative offices.

130. (D) Enclosed in double sealed envelopes with 'Confidential' marked only on inner envelope, sent by trusted messenger
The transit of confidential files between departments follows a secure double-envelope protocol. The file is placed inside an inner sealed envelope clearly marked Confidential, which is then enclosed within an un-marked outer envelope addressed to the receiving officer, and transported via a trusted messenger to ensure operational security.

131. (A) I, II and III only
Annual Performance Assessment Reports (APAR) files contain sensitive personal evaluations and must be maintained separately from routine administrative files. Access is strictly restricted to authorized custodians, and performance entries are formally communicated to the concerned employee as per statutory guidelines. Storing APAR files in open, accessible areas is prohibited.

132. (C) Strictly prohibited, except under exceptional necessity with written permission of the Head of Department
Taking official physical files, particularly confidential records, outside office premises or to private residences is strictly prohibited under service conduct rules. Exceptions are permissible only under extreme administrative urgency and require explicit prior written authorization from the Head of Department to prevent loss, security leakage, or record tampering.

133. (A) Confidential / Secret - Vigilance / Disciplinary Matter
Files concerning sensitive disciplinary proceedings, internal complaints committee inquiries regarding sexual harassment, or vigilance investigations must carry distinct security markings. They are prominently classified as "Confidential / Secret - Vigilance / Disciplinary Matter" to restrict handling to authorized custodians and safeguard sensitive personal and administrative information.

134. (D) Through role-based Access Control Lists (ACL), encryption, and restricted electronic movement controls
In an e-Office environment, document confidentiality is enforced through advanced electronic security measures. System administrators implement role-based Access Control Lists (ACL), data encryption standards, and restricted electronic movement controls, ensuring that sensitive files are accessible only to authorized officials based on administrative designation and assigned security privileges.

135. (B) To maintain a chronological record of file movement between desks/officers, preventing untraceable misplacement
A File Movement Register provides a systematic tracking mechanism for physical administrative files. Its primary function is to maintain a continuous, chronological record of file transfers between dealing assistants, officers, and sections, preventing untraceable document misplacement and ensuring clear accountability for file custody at all administrative levels.

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136. (D) All of the above
A complete entry in a File Movement Register must capture detailed movement parameters to ensure full traceability. Required particulars include the official File Number and subject title, names and designations of both sending and receiving officials, and the exact date and time of file transfer, maintaining a reliable record audit trail.

137. (D) Provides real-time tracking, alerts for delayed files, movement history, and instant lookup across departments
An automated File Tracking System significantly enhances record management over manual paper registers. It offers real-time tracking of electronic and physical files, automated alerts for pending or delayed movement, complete historical logs of administrative handling, and instant searchability across multiple departmental units, eliminating operational bottlenecks and improving speed.

138. (A) Both A and R are true and R is the correct explanation of A
Failing to maintain updated file movement records causes severe administrative paralysis during inquiries and statutory audits. Untracked file transfers lead to misplaced documents, untraceable processing delays, and an inability to fix individual accountability, rendering public offices vulnerable during legal reviews, regulatory inspections, and official inquiries.

139. (B) A portable logbook where receiving officers sign to acknowledge receipt of files/dak delivered by hand
A Transit Register, commonly used by peons and office messengers, functions as a portable delivery logbook. It records details of physical files or mail delivered by hand between sections or officers, requiring the receiving official to sign and date upon receipt, thereby establishing verifiable proof of physical delivery.

140. (B) Converting paper files into digital formats (PDF/A) via scanning, indexing, metadata tagging, and OCR
Digitization of records in public administration is the systematic conversion of legacy paper files into searchable digital formats. The process involves high-resolution scanning, optical character recognition (OCR), structural indexing, metadata tagging, and archiving in standard long-term formats like PDF/A to ensure permanent electronic preservation and easy retrieval.

141. (A) Instant searchability, disaster backup, multi-user access, reduced wear and tear, and space optimization
Record digitization provides major administrative benefits for educational and public institutions. It enables instant document searchability, simultaneous multi-user access, secure digital disaster backups, protection against physical paper degradation, and significant optimization of physical storage space, leading to enhanced operational efficiency and reduced overall record maintenance costs.

142. (C) Scanned documents must be indexed, certified with Digital Signatures/Timestamps, and comply with IT Act standards
To ensure digitized service records remain legally admissible and verifiable in court proceedings, specific statutory protocols must be followed. Scanned documents must be accurately indexed, authenticated with Digital Signatures and trusted timestamps, and fully compliant with standards prescribed under the Information Technology Act and public record rules.

143. (D) Structured data describing context, content, creation date, author, subject, and file number to facilitate retrieval
In digital record management, Metadata refers to structured administrative data that describes the context, content, and characteristics of a digital file. Key metadata elements include creation dates, author identities, subject keywords, department identifiers, and file numbers, enabling automated indexing, efficient searchability, and systematic retrieval in electronic repositories.

144. (C) Data corruption, cyber breaches, unauthorized access, and obsolescence requiring regular backups and security protocols
Transitioning from physical archives to digitized record repositories introduces technical and security risks that require active management. Institutions must mitigate risks of data corruption, cyber breaches, unauthorized access, and software obsolescence by implementing robust data encryption, routine off-site backups, role-based access controls, and periodic digital migration strategies.

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145. (B) Writing verbose, emotional opinions without clear facts, logical structure, or recommendations
In official noting, submitting verbose, emotional, or subjective opinions without factual support, logical structure, or clear recommendations is recognized as a major administrative defect. Official notes must remain objective, concise, logically structured, and grounded in relevant facts and statutory rules to support effective administrative and executive decision-making.

146. (A) I, II and III only
Common administrative errors in drafting include omitting incoming reference file numbers and dates, using ambiguous or colloquial phrasing instead of standardized terminology, and failing to state explicit compliance deadlines or required actions. In contrast, including a complete distribution list is a standard, correct administrative drafting practice.

147. (A) Material deviation between decision and draft, rendering the draft unauthorized and liable for rejection
When a dealing assistant prepares an outgoing draft that contradicts or deviates from the decision approved on the file note sheet, a material deviation defect occurs. Such a draft is unauthorized, legally invalid, and liable for immediate rejection, as drafting must faithfully reflect the approved administrative decision recorded on file.

148. (C) Notes are permanent records; derogatory language violates professional standards, decorum, and administrative neutrality
Using derogatory, disrespectful, or unparliamentary language in file noting violates civil service conduct rules. Official notes are permanent administrative records and potential legal evidence. Incorporating improper remarks breaches professional decorum, undermines administrative neutrality, and exposes the writer to formal disciplinary action under established service conduct regulations.

149. (A) Incomplete noting due to failure to verify budget availability
Recommending financial sanction for expenditure without verifying whether sufficient budget availability exists under the relevant financial budget head constitutes incomplete noting. Dealing staff must verify financial provision, cite General Financial Rules, and confirm budget availability before submitting financial sanction proposals for competent administrative review and approval.

150. (D) Providing structured MOP training, maintaining guard files, enforcing supervisory checks, and adopting e-Office workflows
To eliminate recurrent errors in official noting, drafting, and file management, administrative heads must implement systematic organizational measures. Providing structured Manual of Office Procedure training, maintaining updated guard files, enforcing rigorous supervisory review checks, and transitioning to standardized e-Office digital workflows ensure high record management standards across administrative staff.

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CHAPTER 03
CCS (CCA) Rules, 1965

1. What is the official title and year of enactment of the statutory rules governing classification, control, and appeal for civil servants in Central Government services?
(A) Central Civil Services (Conduct, Control and Appeal) Rules, 1965
(B) Central Civil Services (Classification, Control and Appeal) Rules, 1965
(C) Central Civil Services (Conduct and Disciplinary Procedure) Rules, 1965
(D) Central Civil Services (Classification and Discipline) Rules, 1965

2. Under the administrative setup of Delhi Government schools, the statutory frame of CCS (CCA) Rules, 1965 primarily aims to achieve which administrative objective?
(A) Regulating the pay scales and promotion criteria of teaching staff
(B) Defining the pedagogical obligations and classroom duties of school Principals
(C) Managing the pensionary benefits and provident fund accounts of government servants
(D) Providing a standardized procedure for disciplinary actions and maintaining executive discipline

3. Which of the following categories of personnel is expressly excluded from the scope of application of the Central Civil Services (Classification, Control and Appeal) Rules, 1965?
(A) Members of the All India Services
(B) Civilian government servants working in Defence Services
(C) Officers belonging to the General Central Services Group 'A'
(D) Non-gazetted administrative staff in the Directorate of Education, GNCTD

4. The CCS (CCA) Rules, 1965 apply to which of the following individuals working under the Government of NCT of Delhi?
(A) Persons subject to naval, military, or air force law
(B) Persons in casual employment paid from contingencies
(C) Teachers holding permanent civil posts in Directorate of Education government schools
(D) Persons employed under a specific contract where the rules are explicitly excluded

5. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): A person in casual employment under the Directorate of Education, GNCTD, cannot be subjected to disciplinary proceedings under Rule 14 of the CCS (CCA) Rules, 1965.
Reason (R): Rule 3 of the CCS (CCA) Rules, 1965 specifically excludes casual employees from the purview of these rules.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. Under Rule 2(g) of the CCS (CCA) Rules, 1965, 'Disciplinary Authority' is defined as:
(A) The Head of Office designated under Supplementary Rules to oversee departmental discipline and issue executive warnings
(B) The Chief Vigilance Officer appointed within the Department of Education to investigate corruption complaints
(C) The Inquiry Officer assigned by the competent administration to conduct a formal departmental inquiry
(D) The authority competent under these rules to impose any of the specified penalties on a Government servant

7. According to the definitions under Rule 2 of the CCS (CCA) Rules, 1965, the term 'Appointing Authority' in relation to a Government servant means the authority empowered to make appointments to:
(A) Any post in the Directorate of Education

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irrespective of pay level
(B) The post which the Government servant for the time being holds
(C) The post of Inquiry Officer in a disciplinary case
(D) Only Group 'A' posts in the Central Government

8. Consider the following statements regarding the definitions under Rule 2 of the CCS (CCA) Rules, 1965:
I. 'Government servant' includes a person who is on deputation to a local authority or foreign service.
II. 'Head of the Department' means the authority declared as such under the Supplementary Rules.
III. 'Head of the Office' means the authority declared as such under the General Financial Rules.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

9. Under the classification provisions of Rule 4 of the CCS (CCA) Rules, 1965, the Central Civil Services are broadly classified into which four groups?
(A) Executive, Administrative, Clerical, and Manual Services
(B) Gazetted Class I, Gazetted Class II, Non-Gazetted Class III, and Subordinate Class IV
(C) Selection Grade, Senior Grade, Junior Grade, and Entry Grade
(D) Group A, Group B, Group C, and Group D

10. A Vice-Principal or PGT in a Delhi Government school drawing pay in Level 8 or Level 9 of the Pay Matrix falls under which group classification of Central Civil Services?
(A) Group 'B'
(B) Group 'A'
(C) Group 'C'
(D) Group 'D'

11. What is the statutory nature of 'Suspension' under Rule 10 of the CCS (CCA) Rules, 1965?
(A) It is a statutory minor penalty imposed on a government servant following a summary inquiry
(B) It is an executive action temporarily placing a government servant off duty, not a penalty
(C) It is a statutory major penalty specifically reserved for administrative cases involving financial corruption
(D) It is a permanent administrative discharge from all government duties without entitlement to pay

12. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): An order of suspension issued under Rule 10(1) of the CCS (CCA) Rules, 1965 automatically lapses if it is not reviewed before the expiry of 90 days.
Reason (R): The CCS (CCA) Rules mandate that a review committee must evaluate the necessity of continuing suspension prior to the expiration of 90 days from the effective date of suspension.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

13. Which of the following conditions constitutes a valid ground for placing a government servant under suspension under Rule 10(1)?
(A) A disciplinary proceeding against the government servant is contemplated or pending
(B) The government servant has requested an extension of earned leave beyond 180 days
(C) The government servant has submitted an appeal against a transfer order
(D) The government servant has failed to attend an optional pedagogical training workshop

14. Under Rule 10(2) of the CCS (CCA) Rules, 1965, a government servant shall be deemed to have been placed under suspension by an order of the Appointing Authority with effect from the date of detention if they are detained in custody for a period exceeding:
(A) 24 hours
(B) 48 hours
(C) 72 hours
(D) 7 days

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15. Consider the following statements regarding 'Deemed Suspension' under Rule 10 of the CCS (CCA) Rules, 1965:
I. It applies when a government servant is detained in custody on a criminal charge exceeding 48 hours.
II. It applies when a government servant is convicted of an offence and sentenced to imprisonment exceeding 48 hours and is not forthwith dismissed.
III. Deemed suspension takes effect automatically from the date of detention or conviction.
IV. Deemed suspension requires a formal disciplinary charge sheet to be served prior to detention.
Which of the statements given above are correct?
(A) I, II and III only
(B) I and III only
(C) II and IV only
(D) I, II, III and IV

16. What is the maximum period for which an order of suspension can be extended at one time after the initial review under Rule 10(6) of the CCS (CCA) Rules, 1965?
(A) 90 days
(B) 120 days
(C) 180 days
(D) 365 days

17. During the period of suspension under CCS (CCA) Rules, a government servant is entitled to receive which of the following financial allowances?
(A) Full basic pay along with Dearness Allowance and all regular compensatory allowances
(B) Half basic pay without any admissible Dearness Allowance or House Rent Allowance provisions
(C) Subsistence allowance equal to half average pay leave salary plus Dearness Allowance
(D) No financial allowance or subsistence support until final exoneration or disciplinary order

18. A school Vice-Principal was placed under suspension on 1st April following the initiation of disciplinary proceedings. After 3 months of suspension, the competent authority reviews the suspension case. If the delay in disciplinary proceedings is not directly attributable to the Vice-Principal, by what maximum percentage can the subsistence allowance be increased under the rules?
(A) Up to 10% of the initial subsistence allowance
(B) Up to 25% of the initial subsistence allowance
(C) Up to 50% of the initial subsistence allowance
(D) Up to 100% of the initial subsistence allowance

19. If the review committee finds that the delay in completing disciplinary proceedings is directly attributable to the suspended government servant, the subsistence allowance may be:
(A) Increased by a suitable amount, up to 25% of the subsistence allowance initially admissible
(B) Reduced by a suitable amount, not exceeding 50% of the initial subsistence allowance
(C) Stopped completely with immediate effect upon approval of the designated review authority
(D) Converted into full basic pay along with regular allowances pending issuance of final order

20. How many distinct penalties are specified under Rule 11 of the CCS (CCA) Rules, 1965?
(A) 5 penalties (3 minor and 2 major)
(B) 7 penalties (4 minor and 3 major)
(C) 9 penalties (4 minor and 5 major)
(D) 11 penalties (5 minor and 6 major)

21. Which of the following is categorized as a minor penalty under Rule 11 of the CCS (CCA) Rules, 1965?
(A) Compulsory retirement from service with entitlement to full or partial pensionary benefits under rules
(B) Reduction to a lower time-scale of pay, grade, post or service for a specified period of time
(C) Dismissal from service which shall ordinarily be a disqualification for future government post
(D) Reduction to a lower stage in pay matrix up to 3 years without cumulative effect or pension loss

22. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Censure is a formal minor penalty imposed in writing under Rule 11 of the CCS (CCA) Rules, 1965, whereas a 'warning' is an administrative measure.
Reason (R): A copy of the order imposing the penalty of Censure is placed in the Confidential Roll/APAR of the government servant, affecting their record.

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In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

23. What is the key administrative distinction between an administrative 'Warning' and the statutory penalty of 'Censure'?
(A) Warning can only be issued by the President of India, whereas Censure is issued by the School Principal
(B) Censure does not go into the official Service Book, whereas Warning is recorded permanently in service records
(C) Warning is an unlisted administrative action, while Censure is a statutory minor penalty under Rule 11
(D) Censure automatically leads to immediate termination of service without any requirement for further departmental proceedings

24. Under Rule 11(iv), the penalty of withholding of increment of pay cannot be imposed if:
(A) The government servant has reached the maximum of the pay level in the pay matrix
(B) The government servant has completed ten or more years of continuous service in the department
(C) The government servant is officially due for promotion to a higher post within the next month
(D) The disciplinary authority initiating the action holds the administrative post of Head of Office

25. Consider the following statements regarding the minor penalty of 'Withholding of Increment':
I. It can be imposed with or without cumulative effect under Rule 16.
II. If it is proposed to withhold increments with cumulative effect, the procedure laid down in Rule 14 (major penalty procedure) must be followed.
III. Withholding of increment automatically results in reduction to a lower post.
Which of the statements given above is/are correct?
(A) I and II only
(B) II only
(C) I and III only
(D) I, II and III

26. When the penalty of 'Withholding of Promotion' is imposed on a government servant under Rule 11(ii), what is its direct operational effect?
(A) The government servant is demoted to a lower pay level immediately upon issuance of the order
(B) The government servant's senior scale financial benefits are permanently forfeited under rules
(C) The government servant is suspended from service until the departmental promotion board meets
(D) The government servant is ineligible for promotion during the specified period

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27. Recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders falls under which penalty category?
(A) Administrative Warning
(B) Major Penalty under Rule 11(vi)
(C) Recovery of pecuniary loss caused by negligence
(D) Minor Penalty under Rule 11(iii)

28. A Principal of a school caused a pecuniary loss of Rs. 45,000 to the Department of Education by failing to follow proper GFR procurement procedures while purchasing computer hardware. The Disciplinary Authority decides to recover this amount from the Principal's pay. What procedure must be followed?
(A) Direct salary deduction by DDO without giving any prior notice or show cause opportunity
(B) Minor penalty procedure prescribed under Rule 16
(C) Major penalty procedure under Rule 14 with mandatory prior approval of UPSC
(D) Summary termination of service under special procedure provisions of Rule 19

29. Which of the following measures is EXPLICITLY listed as a Major Penalty under Rule 11 of the CCS (CCA) Rules, 1965?
(A) Censure
(B) Withholding of increment without cumulative effect
(C) Recovery of pecuniary loss caused by negligence
(D) Compulsory retirement

30. Reduction to a lower stage in the pay matrix for a specified period, with further directions as to whether or not the government servant will earn increments during such period, constitutes a:
(A) Minor penalty under clause (i)
(B) Major penalty under clause (v)
(C) Statutory suspension order
(D) Non-penal administrative readjustment

31. Under Rule 11(vi), the penalty of reduction to a lower time-scale of pay, grade, post, or service shall explicitly specify:
(A) That the officer will never be considered for future administrative reinstatement in service
(B) The duration of reduction and whether on restoration it postpones future increments
(C) The exact penal financial deductions to be deposited directly into the Consolidated Fund of India
(D) The mandatory requirement of clearing a fresh competitive UPSC recruitment examination

32. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Compulsory retirement imposed as a penalty under Rule 11(vii) of the CCS (CCA) Rules, 1965 is distinct from premature retirement under FR 56(j).
Reason (R): Compulsory retirement under Rule 11 is a major penalty imposed following disciplinary proceedings, whereas premature retirement under FR 56(j) is an administrative measure in public interest.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

33. Under Rule 11 of the CCS (CCA) Rules, 1965, what pensionary entitlement is admissible to a government servant who is compulsorily retired as a major penalty?
(A) Full pension and gratuity as if retired on normal superannuation without any administrative cuts or penalties
(B) Complete forfeiture of all past service benefits along with total denial of any pensionary entitlements
(C) Payment of only GPF employee contribution while withholding the government matching share entirely
(D) Pension or gratuity between two-thirds and full compensation pension admissible on retirement date

34. What is the fundamental statutory difference between 'Removal from service' and 'Dismissal from service' under Rule 11 of the CCS (CCA) Rules, 1965?
(A) Removal does not disqualify from future government employment, whereas dismissal ordinarily does
(B) Removal allows fifty percent pensionary benefits, whereas dismissal allows full one hundred percent pension
(C) Removal is categorized as a statutory minor penalty, whereas dismissal is classified as a major penalty
(D) Removal can be ordered by the School Principal, whereas dismissal requires President's approval in all cases

35. Consider the following statements regarding 'Removal' and 'Dismissal' from service:
I. Neither removal nor dismissal gives an absolute statutory right to pensionary benefits.
II. A government servant dismissed from service is ordinarily disqualified from future government employment.
III. A government servant removed from service is disqualified from taking any private sector employment.
IV. Compassionate allowance may be granted in deserving cases of removal or dismissal under pension rules.
Which of the statements given above are correct?
(A) I, II and IV only
(B) I and III only
(C) II and III only
(D) I, II, III and IV

36. Which penalty under CCS (CCA) Rules, 1965 strictly debars a person from being considered for any future government post in India?
(A) Reduction in rank
(B) Compulsory retirement
(C) Removal from service
(D) Dismissal from service

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37. The procedure for imposing minor penalties is prescribed under which Rule of the CCS (CCA) Rules, 1965?
(A) Rule 11
(B) Rule 14
(C) Rule 16
(D) Rule 19

38. A PGT in a Delhi Government school is alleged to have committed minor procedural lapses in maintaining the attendance register. The Disciplinary Authority decides to initiate proceedings under Rule 16. What mandatory step must the Disciplinary Authority take first?
(A) Inform the teacher in writing of proposed action and imputations, giving opportunity to represent
(B) Issue a formal charge sheet containing framed articles of charge, detailed imputations, witnesses, and documents
(C) Appoint an Inquiry Officer and a Presenting Officer immediately to commence major penalty proceedings
(D) Order immediate executive suspension and officially seal the government servant's service book records

39. What is the standard time period usually granted to a government servant to submit a written representation against a Memorandum issued under Rule 16 for minor penalty?
(A) 48 hours
(B) 10 days
(C) 30 days
(D) 60 days

40. Is a formal oral inquiry mandatory in all cases under Rule 16 for imposing a minor penalty?
(A) Yes, holding a formal oral inquiry is legally mandatory for every minor penalty proceeding under Rule 16
(B) No, held only if decided by the Authority or for withholding increments over 3 years/ cumulatively
(C) No, holding oral inquiries is strictly prohibited under Rule 16 minor penalty administrative provisions
(D) Yes, an oral inquiry is mandatory but only when specifically requested in writing by Vigilance Department

41. The detailed procedure for imposing a Major Penalty is governed by which Rule of the CCS (CCA) Rules, 1965?
(A) Rule 10
(B) Rule 14
(C) Rule 16
(D) Rule 20

42. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Under Rule 14 of the CCS (CCA) Rules, 1965, a major penalty cannot be imposed on a government servant without holding a formal inquiry in the prescribed manner.
Reason (R): Principles of natural justice demand that a government servant must be informed of the charges and given a reasonable opportunity of defending himself before a major penalty is awarded.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

43. A formal Charge Sheet issued under Rule 14 for a major penalty proceeding must comprise how many standard Annexures?
(A) Two Annexures
(B) Three Annexures
(C) Four Annexures
(D) Five Annexures

44. In a major penalty charge sheet issued under Rule 14, what is contained in Annexure-I?
(A) Statement of imputations of misconduct or misbehaviour
(B) List of documents by which the articles of charge are proposed to be sustained
(C) Articles of charge framed against the government servant
(D) List of witnesses by whom the articles of charge are proposed to be sustained

45. Consider the following items regarding the contents of a Rule 14 Charge Sheet:
I. Annexure-I: Articles of Charge
II. Annexure-II: Statement of Imputations of Misconduct
III. Annexure-III: List of Documents
IV. Annexure-IV: List of Witnesses
Which of the above pairs are correctly matched?
(A) I and II only

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(B) III and IV only
(C) I, II, III and IV
(D) None of the above

46. What is the standard statutory time allowed to a Charged Officer to submit their written statement of defence after receiving the charge sheet under Rule 14(4)?
(A) 7 days
(B) 15 days
(C) 45 days
(D) 90 days

47. If the Charged Officer admits all the articles of charge unconditionally in his written statement of defence submitted under Rule 14:
(A) The Disciplinary Authority must still mandate the appointment of an Inquiry Officer to examine all witnesses
(B) The Disciplinary Authority records findings on each charge and passes an appropriate order
(C) The disciplinary case is automatically transferred directly to the High Court for summary judicial trial
(D) The issued major penalty charge sheet automatically becomes completely null and void without further action

48. A Vice-Principal facing major penalty proceedings under Rule 14 denies all charges in her written statement of defence. What is the immediate next step for the Disciplinary Authority?
(A) Order immediate dismissal from service without following any further disciplinary procedure
(B) Issue a public notice in local daily newspapers inviting public claims against the officer
(C) Forward the entire disciplinary file directly to the Central Vigilance Commission for final judgment
(D) Appoint an Inquiry Authority and a Presenting Officer to conduct formal inquiry

49. Who can be appointed as an Inquiry Authority (Inquiry Officer) under Rule 14(2) of the CCS (CCA) Rules, 1965?
(A) The Disciplinary Authority itself or an officer senior in rank
(B) Any serving departmental officer junior in rank to the Charged Officer
(C) Only a sitting or retired judge belonging to the jurisdictional High Court
(D) The original complainant who initially filed the grievance or complaint

50. What is the primary role and function of the 'Presenting Officer' appointed under Rule 14(5)(c)?
(A) To advise the appointed Inquiry Officer on complex legal interpretations and statutory rules
(B) To defend the Charged Officer against biased allegations during formal inquiry hearings
(C) To pass the final order of penalty on behalf of the designated Disciplinary Authority
(D) To present the case supporting articles of charge before Inquiry Authority

51. Under Rule 14(8), can a Charged Officer take the assistance of a legal practitioner (advocate) to present his defense during the departmental inquiry?
(A) Yes, as an absolute statutory constitutional right available in every departmental inquiry proceeding
(B) No, legal practitioners are strictly banned from participating under all administrative circumstances
(C) Yes, provided the legal practitioner is officially approved by the Ministry of Home Affairs in advance
(D) No, unless the Presenting Officer is a legal practitioner, or the Disciplinary Authority permits

52. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): A retired government servant can act as a Defence Assistant for a Charged Officer in a departmental inquiry under Rule 14.
Reason (R): The rules permit a retired government servant to assist, provided they do not have more than the specified maximum number of pending inquiry cases (currently 8 cases) at any one time.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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53. What is the maximum number of active inquiry cases a serving government servant can take up as a Defence Assistant at any one time?
(A) 2 cases
(B) 5 cases
(C) 8 cases
(D) 10 cases

54. What happens during the 'Preliminary Hearing' stage in a Rule 14 major penalty inquiry?
(A) The final disciplinary penalty is formally awarded by the Inquiry Officer after evaluating charges
(B) The IO asks if the Charged Officer pleads guilty, and processes document discovery notices
(C) Prosecution and defence witnesses are cross-examined publicly by members of the general public
(D) The Charged Officer is immediately placed under compulsory retirement by administrative order

55. Consider the following chronological stages in a Rule 14 Major Penalty departmental inquiry:
I. Service of Charge Sheet (Articles of Charge)
II. Appointment of Inquiry Officer and Presenting Officer
III. Preliminary Hearing
IV. Inspection of Listed Documents and Examination of Witnesses
V. Submission of Written Briefs and Inquiry Report
Arrange the above stages in the correct sequential order from first to last:
(A) I → II → III → IV → V
(B) II → I → III → IV → V
(C) I → III → II → V → IV
(D) III → I → II → IV → V

56. During the examination of witnesses in a departmental inquiry, what is the correct order of questioning for a witness produced by the Presenting Officer?
(A) Cross-examination by PO → Examination-in-chief by CO → Re-examination by IO after closing statements
(B) Examination-in-chief by PO → Cross-examination by CO/Defence Assistant → Re-examination by PO
(C) Re-examination by CO → Cross-examination by PO → Examination-in-chief by IO following preliminary submission
(D) Examination-in-chief by IO → Direct cross-examination by Public Prosecutor during formal hearing

57. If the Charged Officer fails to appear on the date fixed for the inquiry without sufficient cause or refuses to comply with the provisions of Rule 14, how should the Inquiry Officer proceed?
(A) Close the file and exonerate the Charged Officer automatically
(B) Proceed ex-parte against the Charged Officer
(C) Issue a warrant of arrest through the local police station
(D) Cancel the charge sheet and issue a fresh administrative warning

58. In an ex-parte departmental inquiry under Rule 14(20), what is the statutory duty of the Inquiry Officer?
(A) Recommend immediate maximum statutory penalty without any requirement of recording evidence
(B) Record prosecution evidence and evaluate listed documents on record before submitting findings
(C) Transfer the entire disciplinary case directly to the jurisdictional civil court for summary trial
(D) Wait indefinitely without taking any procedural steps until the Charged Officer decides to attend

59. After the completion of production of evidence, what is the maximum time allowed for the submission of written briefs by the Presenting Officer and the Charged Officer to the Inquiry Officer?
(A) 7 days
(B) 15 days
(C) 30 days
(D) 60 days

60. The Inquiry Officer, after evaluating the evidence, prepares the Inquiry Report. What must the Inquiry Report contain?
(A) A definitive binding recommendation specifying the exact statutory penalty to be imposed on officer
(B) A statement of charges, defence explanation, evidence assessment, and clear findings on charges
(C) The formal statutory sanction granting permission for criminal prosecution under Section 197 CrPC
(D) The confidential financial asset status and

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bank account statements of the Charged Officer

61. Is the Inquiry Officer empowered to recommend a specific penalty (e.g., dismissal or reduction in rank) in their inquiry report under CCS (CCA) Rules?
(A) Yes, recommending the specific administrative penalty is the primary legal duty of the Inquiry Officer
(B) No, the Inquiry Officer is a fact-finding authority and must not express any opinion on penalty
(C) Yes, but recommending penalty is permissible exclusively in proceedings involving minor penalty cases
(D) Yes, provided a formal written request to recommend penalty is submitted by the Defence Assistant

62. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Upon receiving the Inquiry Report from the Inquiry Officer, the Disciplinary Authority must forward a copy of the report to the Charged Officer before making any final decision.
Reason (R): This requirement allows the Charged Officer to make a representation against the findings of the Inquiry Officer.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

63. What is the standard statutory time granted to the Charged Officer to submit a representation on the Inquiry Officer's report under Rule 15(2)?
(A) 7 days
(B) 15 days
(C) 30 days
(D) 45 days

64. If the Disciplinary Authority disagrees with the findings of the Inquiry Officer on any article of charge, what must it do under Rule 15(1)?
(A) Reject the inquiry completely and order a fresh de novo inquiry by a new Inquiry Officer in every single case
(B) Record tentative disagreement reasons and forward note with IO report to Charged Officer for representation
(C) Directly impose a major penalty on the officer without informing or giving opportunity to Charged Officer
(D) Refer the administrative dispute directly to the Central Administrative Tribunal for final arbitration

65. Consider the following statements regarding Rule 15 (Action on Inquiry Report):
I. The Disciplinary Authority may remount the case to the Inquiry Officer for further inquiry if there are material gaps in evidence.
II. A de novo (completely fresh) inquiry on the same charges is generally impermissible unless the initial inquiry was fundamentally defective in procedure.
III. The Disciplinary Authority is strictly bound by the findings of the Inquiry Officer and cannot disagree with them.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

66. Under Rule 19 of the CCS (CCA) Rules, 1965, the special procedure dispensing with a formal inquiry applies in which of the following circumstances?
(A) Where penalty is proposed based on conduct leading to criminal conviction
(B) Where the charged officer is scheduled to retire on superannuation within thirty days
(C) Where the designated disciplinary authority is busy with routine institutional work
(D) Where the charges involve minor administrative delays in submitting lesson plans

67. Which clause of Article 311(2) of the Constitution of India corresponds directly to the special procedure under Rule 19(ii) of CCS (CCA) Rules where holding an inquiry is not reasonably practicable?
(A) Second Proviso, Clause (a)
(B) Second Proviso, Clause (b)
(C) Second Proviso, Clause (c)
(D) Main Article 311(1)

68. A Government school teacher was convicted by a criminal court of an offence involving moral

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turpitude and sentenced to 3 years imprisonment. The Disciplinary Authority invokes Rule 19(i) of the CCS (CCA) Rules, 1965. What administrative step is required before issuing the final penalty order?
(A) Conduct a full-fledged formal Rule 14 major penalty departmental inquiry before taking action
(B) Give opportunity to make representation on penalty proposed based on conviction
(C) Wait indefinitely until the Supreme Court finally rejects the pending criminal appeal petition
(D) File a fresh civil arbitration petition before the jurisdictional High Court for directions

69. Under Rule 23 of the CCS (CCA) Rules, 1965, an order passed by the Disciplinary Authority imposing any of the penalties specified in Rule 11 is:
(A) Non-appealable under any circumstances
(B) Appealable to the designated Appellate Authority
(C) Directly challengeable only in the Supreme Court of India
(D) Subject to automatic cancellation by the Head of Office

70. Who acts as the Appellate Authority against an order passed by a Disciplinary Authority?
(A) The Disciplinary Authority itself acting upon executive re-evaluation of the case
(B) The authority immediately superior to the order-issuing authority
(C) The jurisdictional Central Administrative Tribunal exercising original judicial powers
(D) The Pay and Accounts Officer designated for processing departmental staff salaries

71. What is the statutory limitation period for filing an Appeal under Rule 25 of the CCS (CCA) Rules, 1965?
(A) 15 days calculated strictly from the date of issuance of the order
(B) 30 days calculated strictly from the date of issuance of the order
(C) 45 days from the date of delivery of the order to appellant
(D) 90 days calculated from the date of initial framing of charge sheet

72. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): An Appellate Authority has the statutory power to condone the delay in filing an appeal after the expiry of the 45-day limitation period.
Reason (R): Rule 25 provides that if the Appellate Authority is satisfied that the appellant had sufficient cause for not preferring the appeal within the specified period, it may entertain the appeal.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

73. Which of the following orders is NOT appealable under Rule 22 of the CCS (CCA) Rules, 1965?
(A) An order placing a government servant under suspension
(B) An order imposing any penalty specified in Rule 11
(C) An order determining the pay and allowances for the period of suspension
(D) Any order passed by the President of India

74. While deciding an appeal against an order imposing a penalty, the Appellate Authority under Rule 27 can:
(A) Confirm, enhance, reduce, or set aside the penalty
(B) Only confirm the penalty without modification
(C) Issue a fresh criminal charge sheet under IPC
(D) Order immediate termination of the Disciplinary Authority

75. Consider the following powers of the Appellate Authority under Rule 27 of CCS (CCA) Rules:
I. Confirming the penalty imposed by the Disciplinary Authority.
II. Enhancing the penalty, provided an opportunity to show cause against such enhancement is given to the appellant.
III. Setting aside the penalty and remitting the case back to the Disciplinary Authority with directions.
IV. Converting a departmental proceeding into a civil lawsuit for damages.
Which of the above powers are legally vested in the Appellate Authority?

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(A) I, II and III only
(B) I and IV only
(C) II and III only
(D) I, II, III and IV

76. If the Appellate Authority proposes to enhance the penalty awarded to a government servant to a major penalty where only a minor penalty was imposed earlier:
(A) No procedure is needed; the enhanced penalty takes effect immediately upon administrative approval
(B) A Rule 14 inquiry must be held if not done earlier, and representation opportunity given
(C) The officer must be automatically arrested by police officials without requirement of judicial warrant
(D) The approval of the concerned departmental Vigilance Officer is legally sufficient to enhance penalty

77. What is the statutory scope of 'Revision' under Rule 29 of the CCS (CCA) Rules, 1965?
(A) A statutory right granted exclusively to the Charged Officer to submit repeated appeal representations
(B) A power exercised by specified higher authorities to call for records and revise orders
(C) An automatic mandatory yearly administrative audit of all pending and completed departmental files
(D) A formal constitutional judicial review conducted directly by the High Court under Article 226

78. A Vice-Principal was exonerated by the Disciplinary Authority in a major penalty case. The Appellate Authority (Director of Education) calls for the case records 4 months later on its own motion and finds the exoneration order perverse. Under which rule can the authority revise the order?
(A) Rule 10 (Suspension)
(B) Rule 16 (Minor Penalty)
(C) Rule 29 (Revision)
(D) Rule 33 (Transitional provisions)

79. What is the time limit for exercising revisionary powers by an authority (other than the President) under Rule 29 of the CCS (CCA) Rules, 1965, on its own motion?
(A) Within 30 days of issuance of order
(B) Within 6 months from the order date
(C) Within 3 years of issuance of order
(D) At any time without any time limit

80. Under Rule 29-A of the CCS (CCA) Rules, 1965, the power of 'Review' is specifically vested in which authority?
(A) The Inquiry Officer
(B) The Head of Office (Principal)
(C) The President of India
(D) The Pay and Accounts Officer

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81. Under Rule 29-A, the President may at any time, on his/its own motion or otherwise, review any order passed under these rules when:
(A) New material evidence is discovered which could not be produced earlier despite due diligence
(B) The charged officer submits an official request seeking administrative transfer to another school
(C) The overall academic performance and board exam results of the school improve significantly
(D) A new annual academic session formally commences under the Department of Education

82. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): The President of India may review an order passed under CCS (CCA) Rules, 1965 even after the expiry of the normal time limit for appeal or revision.
Reason (R): Rule 29-A confers overriding review powers on the President to undo injustice when new material evidence comes to light.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

83. When an ex-parte inquiry is conducted under Rule 14(20), which constitutional right of the Charged Officer under Article 311(2) must still be respected?
(A) Absolute statutory right to receive monthly salary in advance
(B) Reasonable opportunity of defence based on evidence on record

(C) Unconditional right to choose the designated Inquiry Officer
(D) Complete exemption from all departmental service conditions

84. Which of the following constitutes a mandatory procedural requirement before issuing a final major penalty order under Rule 14?
(A) Consulting CVC or UPSC where required by statutory provisions
(B) Publishing the complete inquiry findings in the official government Gazette
(C) Obtaining prior written consent from the staff council of the school
(D) Seeking formal administrative approval from the local Police Station Chief

85. Consider the following statements regarding the role of CVC / Vigilance department in disciplinary proceedings of Delhi Government employees:
I. First stage advice is sought before issuing the charge sheet in vigilance-angle cases.
II. Second stage advice is sought after receipt of the Inquiry Report before taking a final decision by the Disciplinary Authority.
III. Vigilance advice is purely binding on civil courts in criminal trials.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

86. If a government servant under suspension attains the age of superannuation while disciplinary proceedings under Rule 14 are pending against him:
(A) He automatically receives an official extension of service until the inquiry is completed
(B) He retires on superannuation, and proceedings continue under CCS Pension Rules
(C) The disciplinary proceedings automatically lapse immediately upon reaching retirement age
(D) He is deemed to be dismissed from administrative service from his retirement date

87. Under Rule 9 of CCS (Pension) Rules / Rule 8 (2021), post-retirement disciplinary proceedings can result in which penalty?
(A) Dismissal from government service with complete forfeiture of all past administrative record
(B) Reduction in rank to a lower pay level or post within the departmental cadre structure
(C) Withholding or withdrawing pension or gratuity in full or part, permanently or temporarily
(D) Suspension from pension eligibility for a fixed period of one hundred years

88. A retired PGT was found guilty of grave misconduct during his service period in a departmental inquiry concluded 1 year after his retirement. Who is the competent authority to order withholding of his pension under pension rules?
(A) School Principal functioning as the local Head of Office
(B) Director of Education heading the school administration
(C) President of India (or delegated Lt. Governor)
(D) Head of Office managing departmental staff affairs

89. Can a minor penalty proceeding under Rule 16 be converted into a major penalty proceeding under Rule 14 during its course?
(A) No, once Rule 16 proceedings are initiated, they can never be converted into major penalty proceedings under any circumstances
(B) Yes, if after representation, the Authority feels a major penalty should be considered, Rule 14 inquiry is instituted
(C) Yes, but conversion is permissible only with the explicit prior written consent submitted by the concerned Charged Officer
(D) No, the proceeding automatically lapses completely and fresh charges cannot be framed on the same set of allegations

90. When a government servant is fully exonerated of all charges upon the conclusion of disciplinary proceedings, how is the period of suspension treated under FR 54-B?
(A) It is treated as period spent on leave without pay under regular service provisions
(B) It is treated as period spent on duty for all purposes, with full pay and allowances
(C) It is treated as extraordinary leave with half pay as determined by finance rules
(D) It is permanently erased from service records without any financial pay adjustment

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91. If a government servant placed under suspension dies before the disciplinary proceedings or criminal proceedings are concluded, what is the statutory rule regarding the suspension period under FR 54-B(2)?
(A) The period is treated as duty for all purposes, and full pay and allowances are paid to the family
(B) The entire suspension period shall be treated as leave without pay under statutory service regulations
(C) Half of the total subsistence allowance paid during suspension shall be recovered from the family members
(D) No pensionary or gratuity benefits whatsoever shall be paid to the legal heirs of the deceased employee

92. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): In a departmental inquiry under CCS (CCA) Rules, 1965, charges must be proved beyond reasonable doubt, similar to a criminal trial.
Reason (R): Departmental proceedings are quasi-judicial in nature and operate on the principle of 'preponderance of probability'.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

93. What is the standard of proof required to establish a charge of misconduct in a departmental inquiry under Rule 14?
(A) Proof beyond all reasonable doubt
(B) Absolute mathematical certainty
(C) Preponderance of probability
(D) Unanimous decision of all school staff

94. Under the CCS (CCA) Rules, 1965, which of the following actions does NOT constitute a formal penalty under Rule 11?
(A) Stopping of a government servant at the efficiency bar (where applicable)
(B) Non-selection for promotion to a selection post after consideration of record
(C) Reversion of a probationer to his permanent post during or at the end of probation
(D) All of the above

95. Consider the following administrative actions:
I. Discharge of a person appointed on probation in accordance with the terms of appointment.
II. Compulsory retirement of a government servant under FR 56(j).
III. Reversion of a government servant officiating in a higher post to a lower post on administrative grounds.
IV. Termination of service of a temporary government servant under Rule 5 of CCS (Temporary Service) Rules.
Which of the above actions do NOT amount to a penalty under Rule 11 of CCS (CCA) Rules, 1965?
(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

96. What is the role of the Disciplinary Authority when it receives the written statement of defence submitted by the Charged Officer under Rule 14(4)?
(A) It must immediately dismiss the officer from service if the written defence exceeds five pages
(B) Considers defence; if charges are admitted, records findings; if denied, decides to hold inquiry
(C) It must mandatorily forward the entire disciplinary case file directly to the Supreme Court
(D) It must immediately seal the school premises and suspend all routine administrative functions

97. Can an authority lower than the Appointing Authority impose a major penalty of removal or dismissal on a government servant?
(A) Yes, provided prior written authorization is issued by the local School Management Committee
(B) No, Article 311(1) forbids dismissal or removal by an authority subordinate to appointing authority
(C) Yes, the designated Head of Office holds full power to dismiss any non-gazetted departmental employee
(D) Yes, provided the concerned government servant is currently serving on probation during initial appointment

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98. A Vice-Principal in a government school was appointed by the Director of Education. Disciplinary proceedings were initiated against him by the Regional Director (a subordinate authority). The Regional Director passes an order of dismissal. Is this dismissal order legally valid?
(A) Valid, because Regional Director is a senior gazetted officer
(B) Invalid, as it violates Article 311(1) and CCS (CCA) Rules
(C) Valid, provided the school Principal gives written consent
(D) Valid, under summary powers granted in Rule 16 procedures

99. Under Rule 12 of CCS (CCA) Rules, who can initiate disciplinary proceedings against a Group 'B' government servant in the Directorate of Education?
(A) The President of India acting through the Home Ministry
(B) The Appointing Authority or authority empowered by President
(C) The Staff Council Secretary representing school faculty
(D) Any parent of a student currently enrolled in the government school

100. What is meant by 'Common Proceedings' under Rule 18 of the CCS (CCA) Rules, 1965?
(A) Disciplinary proceedings held openly in the presence of members of the general public
(B) Joint disciplinary proceedings against multiple servants concerned in the same case
(C) Combined administrative proceedings of the Civil Court and Income Tax Department
(D) Standardized proceedings common to all government schools under GNCTD of Delhi

101. When two government servants belonging to different departments are involved in the same case, who can order Common Proceedings under Rule 18?
(A) The authority competent to dismiss both, or the highest authority by agreement
(B) The local police station officer in charge having territorial criminal jurisdiction
(C) The Central Vigilance Commissioner acting independently under statutory authority
(D) The Principal heading the larger government school involved in the departmental case

102. Which document forms the basis of facts in Annexure-II of a Rule 14 charge sheet?
(A) The official verified Service Book entries and performance records of past ten years
(B) Statement of imputations giving full details of relevant facts and circumstances
(C) The annual school budget summary submitted to Directorate of Education GNCTD
(D) The official academic timetable assigned to the Charged Officer for current year

103. If a government servant to whom a charge sheet is issued under Rule 14 refuses to receive or acknowledge the document sent by registered post:
(A) The disciplinary proceedings must be dropped immediately without action
(B) Service is deemed completed, and the authority may proceed ex-parte
(C) A fresh charge sheet must be prepared containing significantly reduced charges
(D) The matter is referred directly to the local Panchayati Raj administrative authority

104. What is the legal consequence if an Inquiry Officer fails to give an opportunity to the Charged Officer to inspect listed prosecution documents during a Rule 14 inquiry?
(A) It is considered a minor clerical mistake that is routinely ignored by law courts
(B) It violates principles of natural justice, vitiating inquiry proceedings
(C) It speeds up the departmental inquiry process legally without procedural flaws
(D) It automatically doubles the administrative penalty imposed on the government servant

105. Under Rule 14(11), what power does the Inquiry Officer have regarding unlisted or additional documents requested by the Charged Officer for defence?
(A) The Inquiry Officer must reject all additional defence documents requested by the Charged Officer
(B) The IO may allow relevant additional documents, provided public interest does not suffer
(C) The Inquiry Officer must approve all requested documents unconditionally without checking relevance
(D) The Inquiry Officer must refer the document inspection request directly to the Cabinet Secretary

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106. Can a complainant who lodged the initial allegation against a government servant be appointed as the Inquiry Officer in that case?
(A) Yes, because the complainant knows the factual background best
(B) No, it violates the rule against bias (Nemo judex in causa sua)
(C) Yes, provided the appointment is formally approved by Principal
(D) Yes, provided the departmental case involves only minor charges

107. Which of the following is a recognized form of bias that disqualifies a person from acting as an Inquiry Officer?
(A) Personal bias against the Charged Officer
(B) Subject-matter bias / official interest in the outcome
(C) Pecuniary interest in the subject matter
(D) All of the above

108. A Principal is the main prosecution witness against a PGT regarding unauthorized absence. The Disciplinary Authority appoints the same Principal as the Inquiry Officer. Is this appointment legally sustainable under CCS (CCA) Rules?
(A) Yes, because the Principal is the designated Head of Office managing administration
(B) No, a person cannot act as both witness and inquiry officer in the same proceeding
(C) Yes, provided the appointed Presenting Officer is a qualified legal advocate
(D) Yes, under summary administrative powers granted directly by Rule 16 provisions

109. What is the purpose of recording 'daily order sheets' by the Inquiry Authority during a departmental inquiry under Rule 14?
(A) To officially record the daily classroom attendance of enrolled students in government schools
(B) To maintain an accurate record of procedural steps, presence, and orders on each hearing date
(C) To calculate daily travelling and dearness allowances payable to the appointed Presenting Officer
(D) To track and audit monthly fuel expenditure incurred by government vehicles in the department

110. Upon conclusion of the prosecution evidence, the Inquiry Officer is required under Rule 14(18) to perform which mandatory duty if the Charged Officer has not examined himself?
(A) Issue an immediate administrative order of termination from service without further delay
(B) Generally question the Charged Officer on incriminating evidence to enable explanation
(C) Pass an ex-parte disciplinary order imposing penalty on the basis of available records
(D) Grant an automatic six-month paid leave of absence to the concerned Charged Officer

111. What is the statutory significance of Rule 14(18) questioning in a departmental inquiry?
(A) It is an optional administrative informal chat between the appointed Inquiry Officer and employee
(B) It is a mandatory statutory safeguard giving opportunity to explain incriminating evidence
(C) It completely replaces the final detailed inquiry report prepared by the Inquiry Officer
(D) It allows the Presenting Officer to unilaterally modify framed articles of charge in case

112. Under CCS (CCA) Rules, 1965, if the Disciplinary Authority passes a final order imposing a penalty without giving the copy of the IO report to the Charged Officer, the order suffers from:
(A) Procedural irregularity curable by issuing an administrative warning to the officer
(B) Denial of natural justice, making the order liable to be set aside by courts
(C) Statutory legal immunity granted under General Financial Rules administrative provisions
(D) No procedural or legal defect whatsoever affecting the validity of final penalty

113. If a court sets aside a penalty order solely on the ground of procedural infirmity (such as non-supply of IO report), what action can the Disciplinary Authority take?
(A) It can never touch or re-open the disciplinary case again under any circumstances
(B) It can resume inquiry from the stage where the flaw occurred
(C) It must automatically grant three out-of-turn promotions to the concerned officer
(D) It must immediately place the designated Inquiry Officer under executive suspension

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114. Under Rule 10(4), if a penalty of dismissal is set aside by a court decision and the Disciplinary Authority decides to hold further inquiry, the government servant shall be deemed to be placed under suspension from:
(A) The date of the court judgment
(B) The date of original order of dismissal
(C) The date of joining new post
(D) Fresh date to be determined by the Governor

115. What is the maximum total timeframe prescribed by CVC/DOPT guidelines for completing a Rule 14 major penalty departmental inquiry from charge sheet to final order?
(A) 3 months from initial charge sheet
(B) 6 months (extendable up to 18 months)
(C) 5 years from initial charge sheet
(D) 10 years from initial charge sheet date

116. Under Rule 11, 'Withholding of promotion' can be imposed for:
(A) An indefinite period without specifying any fixed terms
(B) A specified period stated in the order
(C) Lifetime duration during entire service career only
(D) Until the officer passes a mandatory departmental re-examination

117. When a government servant is under suspension, can he leave the headquarter station without permission?
(A) Yes, he is completely free to travel anywhere without giving prior notice
(B) No, he must obtain prior permission before leaving headquarters
(C) Yes, provided he submits a daily online attendance selfie to the department
(D) No, unless he is officially accompanied by an assigned police guard at all times

118. Which of the following is NOT an essential requirement of a valid Charge Sheet under CCS (CCA) Rules, 1965?
(A) Clarity and precise wording of all individual articles of charge framed
(B) Specific mention of factual details in the statement of imputations of misconduct
(C) Indication of the specific penalty that will definitely be imposed
(D) Detailed listing of relevant documentary evidence and witnesses supporting charges

119. Why should a charge sheet NOT mention the exact penalty proposed to be imposed at the time of issuing articles of charge?
(A) Because charge sheets are classified secret administrative documents under rules
(B) Because proposing a penalty shows bias and prejudgment by authority
(C) Because specific major penalties are selected randomly by drawing lots in committee
(D) Because penalties are decided independently by the Staff Selection Commission board

120. If a government servant submits an unconditional written apology after receiving a charge sheet, does it automatically terminate disciplinary proceedings under Rule 14?
(A) Yes, submitting an unconditional written apology closes all pending disciplinary files instantly
(B) No, the Disciplinary Authority evaluates whether to accept apology or hold inquiry
(C) No, submitting a written apology is considered an additional punishable criminal offense
(D) Yes, provided the financial penalty or compensation is paid in monetary form immediately

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121. Under Rule 21 of CCS (CCA) Rules, 1965, orders passed by the President are:
(A) Subject to administrative appeal submitted directly to Director of Education
(B) Non-appealable, but subject to Review under Rule 29-A
(C) Subject to statutory revision exercised on motion by designated Head of Office
(D) Completely void ab initio and unenforceable from inception under operational rules

122. Which authority is competent to issue a 'Censure' to a Group 'B' non-gazetted staff member in a Delhi Government school?
(A) Head of Office / Principal if designated as Disciplinary Authority
(B) School Management Committee Chairperson representing local school community
(C) Student Council President representing enrolled students in school union
(D) Local Member of Legislative Assembly elected from concerned constituency

123. Under Rule 16(1)(b), if the proposal to withhold increments of pay is likely to affect adversely the amount of pension payable to the government

servant, what inquiry procedure must be followed?
(A) Rule 16 summary procedure without written representation
(B) Full formal inquiry procedure under Rule 14
(C) Direct dismissal procedure under Rule 19
(D) No inquiry is required

124. What is the effect of the minor penalty 'Reduction to a lower stage in the pay matrix for a period not exceeding 3 years without cumulative effect' on pension?
(A) Permanently reduces monthly pension amount by 50% for life
(B) Does not adversely affect pension entitlements
(C) Forfeits total retirement gratuity entitlement completely
(D) Converts pension benefits into mandatory NPS contributions

125. In the context of CCS (CCA) Rules, 1965, what is the 'Service Book' entry requirement when a minor penalty of Censure is awarded?
(A) It is kept strictly secret and never recorded in official Service Book records
(B) It is recorded in the Service Book and APAR/CR file
(C) It is written publicly on the main notice board in the school staff room
(D) It is published in a leading national daily newspaper for public notice

126. If a disciplinary authority imposes a penalty without having the legal jurisdiction to do so under the rules, the order is:
(A) Valid and binding if passed in good administrative faith
(B) Null and void ab initio without legal force
(C) Operative temporarily for a period not exceeding 30 days
(D) Converted automatically into an administrative transfer order

127. Under Rule 14(14), when the Presenting Officer closes his case, the Charged Officer is required to:
(A) Submit defence statement and state if producing defence witnesses
(B) Immediately leave the designated headquarters station without permission
(C) Pay the official fees and allowances of the Inquiry Officer directly
(D) Tender immediate resignation from government civil service in writing

128. What is the rule regarding cross-examination of defence witnesses by the Presenting Officer in a departmental inquiry?
(A) Presenting Officer is strictly prohibited from questioning any defence witnesses
(B) Presenting Officer has the legal right to cross-examine defence witnesses
(C) Defence witnesses can only be cross-examined by local police investigating officers
(D) Only written questionnaire submissions are allowed during witness examinations

129. Under Rule 14, can the Inquiry Officer put questions to witnesses during examination?
(A) No, the Inquiry Officer must remain totally silent throughout witness testimony
(B) Yes, IO may ask clarifying questions after chief and cross-examinations
(C) Yes, questions asked by IO completely replace formal cross-examination by parties
(D) No, the Inquiry Officer can only speak directly to the designated Presenting Officer

130. What is the fundamental requirement of 'Reasoned Order' (Speaking Order) when a Disciplinary Authority imposes a penalty?
(A) The order must give reasons showing application of mind to charges, evidence, and defence
(B) The penalty order must be read out aloud during morning assembly in front of all students
(C) The official order must be drafted strictly in poetic verse to ensure procedural clarity
(D) The order must only state the final penalty clause without giving any supporting reasons

131. The term 'Speaking Order' in administrative law means an order that:
(A) Is delivered orally by the presiding magistrate or judge in open court session
(B) Speaks for itself by containing facts, evidence evaluation, reasoning, and conclusions
(C) Is officially broadcasted on public radio stations for general community information
(D) Contains no written text whatsoever and relies entirely on verbal administrative dictation

132. Under Rule 27(2), when an Appellate Authority considers an appeal against a penalty, it must consider whether:

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(A) The procedure laid down in the rules was complied with and non-compliance caused injustice
(B) The findings of the disciplinary authority are warranted by evidence
(C) The penalty imposed is adequate, inadequate, or severe
(D) All of the above

133. If an appeal under Rule 25 is addressed to an authority which is not the designated Appellate Authority, what should the receiving authority do?
(A) Throw the appeal away immediately without processing or recording receipt
(B) Forward the appeal forthwith to proper Appellate Authority and inform appellant
(C) Impose a monetary penal fine on the appellant for misdirecting the document
(D) Reject the appeal permanently without granting any opportunity for re-submission

134. An appeal filed under Rule 25 must be submitted through which channel?
(A) Directly to the Supreme Court registrar office in New Delhi
(B) Through the authority passing the order appealed against
(C) Through the local police department station official channel
(D) Through the school PTA executive committee administrative board

135. What is the duty of the Disciplinary Authority upon receiving an appeal addressed to the Appellate Authority?
(A) Retain the appeal document indefinitely in office without taking administrative action
(B) Forward appeal with comments and records to Appellate Authority without delay
(C) Dismiss the appeal directly at its own administrative level without higher transmission
(D) Modify its original penalty order immediately without waiting for appellate decision

136. Under CCS (CCA) Rules, 1965, can a second appeal be filed against an appellate order passed under Rule 27?
(A) Yes, unlimited successive administrative appeals are permitted to higher departmental authorities
(B) No second appeal exists; remedies are Revision under Rule 29 or Review under Rule 29-A
(C) Yes, a second appeal lies directly to the local Judicial Magistrate of first class
(D) Yes, a second appeal lies directly to the designated Head of Office in the school

137. Which Rule of the CCS (CCA) Rules, 1965 governs 'Review of Orders in Disciplinary Cases' by the President?
(A) Rule 14
(B) Rule 16
(C) Rule 29-A
(D) Rule 35

138. Which of the following authorities can initiate Revision proceedings under Rule 29 on its own motion within prescribed time limits?
(A) The Head of Department or Appellate Authority
(B) The Junior Secretariat Assistant of the school
(C) The School Advisory Board Chairman
(D) The Bank Manager handling school account

139. If during a Rule 14 inquiry, the Charged Officer raises an allegation of personal bias against the Inquiry Officer, what procedure must be followed?
(A) Inquiry Officer must ignore the allegation completely and conclude the inquiry immediately
(B) IO must stay inquiry proceedings and forward bias representation to Disciplinary Authority
(C) Charged Officer is automatically dismissed from government service for administrative contempt
(D) Presenting Officer automatically assumes the role and responsibilities of Inquiry Officer

140. When a bias petition against an Inquiry Officer is submitted by the Charged Officer, who decides whether to change the Inquiry Officer or reject the petition?
(A) The Inquiry Officer handling the case
(B) The designated Disciplinary Authority
(C) The appointed Defence Assistant officer
(D) The local Gram Panchayat executive body

141. Under CCS (CCA) Rules, 1965, what is the effect of an order of suspension on the government servant's right to draw regular monthly salary?
(A) Full regular monthly salary and all admissible allowances are drawn as usual

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without deduction
(B) Salary is suspended; only subsistence allowance is paid subject to non-employment certificate
(C) One hundred percent festival bonus is paid while basic salary remains under hold
(D) Regular monthly salary is credited directly to GPF account without cash payout

142. To claim subsistence allowance during suspension, what mandatory certificate must the suspended government servant furnish to the DDO under FR 53?
(A) Certificate of complete physical fitness issued by a Chief Medical Officer
(B) Certificate that he/she is not engaged in any other employment, business, or vocation
(C) Certificate of good moral conduct and character verified by jurisdictional local police station
(D) Income tax clearance certificate issued by jurisdictional Income Tax Officer

143. If a suspended government servant refuses to furnish the non-employment certificate prescribed under FR 53:
(A) He is paid full basic pay without deductions
(B) Subsistence allowance cannot be paid
(C) He is granted double subsistence allowance
(D) He is granted immediate administrative retirement

144. Which of the following deductions CANNOT be made from the subsistence allowance of a suspended government servant?
(A) Income tax deductions and government House rent allowance recovery
(B) Contribution to CGHS or Delhi Government Employees Health Scheme
(C) Compulsory GPF subscription deductions
(D) Recovery of previous overpayment of basic pay and regular allowances

145. Why is GPF subscription NOT permitted to be deducted from subsistence allowance during suspension?
(A) Because subsistence allowance is not basic pay
(B) Because GPF rules prohibit subscriptions during periods when an employee is under suspension and drawing subsistence allowance
(C) Both (A) and (B) are correct
(D) Because GPF is liquidated during suspension

146. In a case where a government servant is subjected to criminal trial and departmental proceedings simultaneously on the same set of facts:
(A) Departmental proceedings must automatically be stayed indefinitely in all cases involving parallel criminal trial
(B) Departmental proceedings can proceed simultaneously, unless explicitly stayed or complex questions involved
(C) Criminal trial in court is automatically cancelled by the Disciplinary Authority upon initiating departmental inquiry
(D) Both criminal and departmental proceedings are legally merged into a single binding administrative arbitration

147. Is an acquittal by a criminal court an absolute bar to continuing departmental proceedings under CCS (CCA) Rules on the same charges?
(A) Yes, criminal court acquittal automatically wipes out all departmental charges and stops ongoing disciplinary inquiry completely
(B) No, standard of proof in criminal trial (beyond reasonable doubt) differs from departmental inquiry (preponderance of probability)
(C) Yes, provided the criminal court acquittal judgment is formally reviewed and approved by the concerned School Principal
(D) Yes, under the mandatory statutory provisions of Article 311(1) of the Constitution of India prohibiting double jeopardy in service matters

148. What is the statutory time limit within which a decision on a representation against a Rule 16 minor penalty charge sheet should normally be taken by the Disciplinary Authority?
(A) Within 3 months of receipt of representation
(B) Within ten years from the date of initial charge sheet
(C) Within twenty-four hours from receipt of representation
(D) At the exact time of superannuation retirement of officer

149. Under Rule 11, 'Withholding of increment' without cumulative effect for 2 years means that after 2 years:
(A) The withheld increments are restored in pay, and future pay is restored to what it would have been without the penalty
(B) Monetary value of increments is lost for 2 years, after which pay is recalculated

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(C) Pay remains permanently reduced for life without any scope for restoration after completion of two years penalty period

(D) The government servant is demoted to a lower post in time scale of pay for a fixed duration of two administrative years

150. Which Rule of the CCS (CCA) Rules, 1965 contains the provision empowering the President to make interpretations and grant relaxations of rules in special hardship cases?

(A) Rule 11

(B) Rule 14

(C) Rule 32

(D) Rule 1

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ANSWERS

1. (B) Central Civil Services (Classification, Control and Appeal) Rules, 1965
The Central Civil Services (Classification, Control and Appeal) Rules, 1965, were enacted under the proviso to Article 309 of the Constitution of India. These statutory rules provide the comprehensive legal framework governing the classification of civil posts, administrative control, disciplinary procedures, penalties, appeals, and revisionary mechanisms for civil servants serving in Central Government establishments.

2. (D) Providing a standardized procedure for disciplinary actions and maintaining executive discipline
The Central Civil Services (Classification, Control and Appeal) Rules, 1965, establish a uniform procedure for regulating executive discipline across public services. These rules prescribe transparent processes for conducting departmental inquiries, ensuring compliance with natural justice, and enforcing accountability. By laying down standardized methods for imposing penalties, they maintain administrative efficiency and institutional discipline within government establishments.

3. (A) Members of the All India Services
Rule 3 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, defines the exact scope of application. Members of the All India Services are explicitly excluded from these rules because they are governed by dedicated statutory rules framed under the All India Services Act, 1951, specifically the All India Services (Discipline and Appeal) Rules, 1969.

4. (C) Teachers holding permanent civil posts in Directorate of Education government schools
Under Rule 3 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, the rules apply to every civil servant holding a civil post under the Union or Union Territory administrations. Permanent teaching staff appointed to civil posts within government educational institutions fall directly under the purview of these rules for classification, disciplinary control, and appellate procedures.

5. (A) Both A and R are true and R is the correct explanation of A
Rule 3(1)(c) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, explicitly excludes persons in casual employment paid from contingencies from the scope of these rules. Consequently, formal departmental proceedings under Rule 14 cannot be initiated against casual workers, making the reason a direct and valid legal explanation for the specified administrative assertion.

6. (D) The authority competent under these rules to impose any of the specified penalties on a Government servant
Rule 2(g) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, defines the Disciplinary Authority as the authority competent under these rules to impose on a government servant any of the statutory penalties specified in Rule 11. The scope of power is linked to the authority empowered to inflict minor or major penalties.

7. (B) The post which the Government servant for the time being holds
Rule 2(a) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, defines the Appointing Authority in relation to a government servant as the authority empowered to make appointments to the grade or post which the government servant for the time being holds, or the authority that actually appointed the employee to such post.

8. (D) I, II and III
Under Rule 2 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, all three statements accurately reflect statutory definitions. A government servant includes personnel on foreign service or deputation. The Head of the Department is declared under Supplementary Rules, and the Head of Office is declared under General Financial Rules for administrative and operational purposes.

9. (D) Group A, Group B, Group C, and Group D
Rule 4 of the Central Civil Services (Classification, Control and Appeal) Rules,

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1965, categorizes Central Civil Services into four distinct groups: Group A, Group B, Group C, and Group D. This classification is primarily determined by pay levels in the Pay Matrix and administrative cadres established across Central Government departments and Union Territory administrations.

10. (A) Group 'B'
According to government classification orders issued pursuant to Rule 6 of the CCS (CCA) Rules, 1965, civil posts carrying pay levels from Level 6 to Level 9 in the Pay Matrix are classified as Group 'B' posts. Therefore, educational staff drawing salaries in Level 8 or Level 9 are statutorily categorized as Group 'B' officers.

11. (B) It is an executive action temporarily placing a government servant off duty, not a penalty
Under Rule 10 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, suspension is an administrative measure placing an employee off duty during pending or contemplated disciplinary proceedings or criminal investigations. It does not constitute a statutory penalty listed under Rule 11, nor does it permanently sever the official employer-employee relationship.

12. (A) Both A and R are true and R is the correct explanation of A
Rule 10(6) and Rule 10(7) of the CCS (CCA) Rules, 1965, state that an order of suspension must be reviewed by a competent review committee before the expiry of 90 days from its effective date. If no review is conducted within this statutory timeline, the suspension order automatically becomes invalid and lapses.

13. (A) A disciplinary proceeding against the government servant is contemplated or pending
Rule 10(1) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, specifies valid grounds for suspension. An order of suspension may be issued when a disciplinary proceeding against a government servant is contemplated or pending, or where a case against the employee in respect of any criminal offence is under investigation, inquiry, or trial.

14. (B) 48 hours
Under Rule 10(2) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, a government servant who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours is deemed to have been placed under suspension by an order of the Appointing Authority with effect from the date of detention.

15. (A) I, II and III only
Rule 10(2) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, governs deemed suspension. It applies automatically upon custody detention exceeding 48 hours or conviction with imprisonment exceeding 48 hours without immediate dismissal. A formal charge sheet prior to detention is not a legal prerequisite for deemed suspension to come into effective operation.

16. (C) 180 days
According to Rule 10(6) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, the initial period of suspension cannot exceed 90 days without review. Upon review by the competent review committee, extension of suspension can be granted for a period not exceeding 180 days at any one time, subject to further periodic review evaluations.

17. (C) Subsistence allowance equal to half average pay leave salary plus Dearness Allowance
Under Fundamental Rule 53 and CCS (CCA) Rules, 1965, a government servant under suspension is not entitled to draw regular salary. Instead, the employee is granted a subsistence allowance equal to the leave salary on half average pay, along with applicable Dearness Allowance based on such half pay, provided a non-employment certificate is furnished.

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18. (C) Up to 50% of the initial subsistence allowance
Under Fundamental Rule 53(1)(i)(a), if the period of suspension is extended beyond three months and the review authority finds that the delay in disciplinary proceedings is not directly attributable to the government servant, the subsistence allowance may be increased by a suitable amount, up to a maximum of 50 percent of the initial allowance.

19. (B) Reduced by a suitable amount, not exceeding 50% of the initial subsistence allowance
Under Fundamental Rule 53(1)(i)(a), if the review authority determines that the delay in completing disciplinary proceedings is directly

attributable to the suspended government servant, the subsistence allowance previously granted may be reduced by an amount deemed suitable, provided such reduction does not exceed 50 percent of the initial subsistence allowance amount.

20. (C) 9 penalties (4 minor and 5 major)
Rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, specifies nine distinct penalties that may be imposed on a government servant for good and sufficient reasons. These are divided into four minor penalties (clauses i to iv) and five major penalties (clauses v to ix) within the statutory framework.

21. (D) Reduction to a lower stage in pay matrix up to 3 years without cumulative effect or pension loss
Under Rule 11(iii-a) of the CCS (CCA) Rules, 1965, reduction to a lower stage in the pay matrix for a specified period not exceeding three years, without cumulative effect and not adversely affecting pension, is classified as a minor penalty. Major penalties include reduction to lower time-scale, compulsory retirement, removal, and dismissal.

22. (A) Both A and R are true and R is the correct explanation of A
Censure is a formal statutory minor penalty explicitly listed under Rule 11(i) of the CCS (CCA) Rules, 1965, and an order of Censure is formally recorded in the employee's APAR and Service Book. An administrative warning is an unlisted informal guidance that does not constitute a statutory penalty or enter official records.

23. (C) Warning is an unlisted administrative action, while Censure is a statutory minor penalty under Rule 11
An administrative warning is an executive action aimed at conveying displeasure or correcting performance without invoking formal disciplinary procedures, whereas Censure is a statutory minor penalty specified under Rule 11 of the CCS (CCA) Rules, 1965. A Censure is formally recorded in the officer's Service Book and annual performance appraisal records.

24. (A) The government servant has reached the maximum of the pay level in the pay matrix
The penalty of withholding increment under Rule 11(iv) of the CCS (CCA) Rules, 1965, operates by stopping the accrual of future annual increments. If a government servant has already reached the maximum stage of their designated pay level in the Pay Matrix, no further increment can accrue, making the penalty operationally impossible to execute.

25. (A) I and II only
Under the CCS (CCA) Rules, 1965, withholding of increment can be ordered with or without cumulative effect. However, if increments are withheld with cumulative effect or for a period exceeding three years, holding a formal inquiry under Rule 14 is mandatory before imposing the penalty. Withholding increment does not result in reduction in rank.

26. (D) The government servant is ineligible for promotion during the specified period
Under Rule 11(ii) of the CCS (CCA) Rules, 1965, withholding of promotion is a statutory minor penalty. Its direct operational consequence is that the affected government servant cannot be considered for promotion to any higher post or grade during the specific timeframe stipulated in the penalty order passed by the competent disciplinary authority.

27. (D) Minor Penalty under Rule 11(iii)
Rule 11(iii) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, categorizes recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders as a statutory minor penalty. It requires following the procedure laid down under Rule 16 before imposition.

28. (B) Minor penalty procedure prescribed under Rule 16
Recovery of pecuniary loss caused to the Government due to negligence or procedural lapses is a minor penalty specified under Rule 11(iii) of the CCS (CCA) Rules, 1965. To impose this penalty, the Disciplinary Authority must follow the minor penalty procedure mandated under Rule 16, which requires issuing a written memorandum and evaluating representations.

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29. (D) Compulsory retirement
Under Rule 11 of the CCS (CCA) Rules, 1965, penalties are classified into minor and major categories. Compulsory retirement, reduction to a lower stage, reduction to a lower time-scale or post, removal, and dismissal are classified as major penalties (clauses v to ix), requiring the formal departmental inquiry procedure prescribed under Rule 14.

30. (B) Major penalty under clause (v)
Under Rule 11(v) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, reduction to a lower stage in the pay matrix for a specified period, accompanied by explicit directions regarding whether increments will be earned during that period, is classified as a statutory major penalty requiring the full inquiry procedure.

31. (B) The duration of reduction and whether on restoration it postpones future increments
Rule 11(vi) of the CCS (CCA) Rules, 1965, mandates that an order imposing reduction to a lower time-scale, grade, post, or service must explicitly state the specific duration of the reduction and whether, upon restoration to the original grade or post, the reduction will operate to postpone future increments of pay.

32. (A) Both A and R are true and R is the correct explanation of A
Compulsory retirement under Rule 11(vii) of the CCS (CCA) Rules, 1965, is a statutory major penalty imposed after establishing misconduct through departmental proceedings. In contrast, premature retirement under Fundamental Rule 56(j) is a non-penal administrative action taken by the Government in the public interest based on overall service performance records.

33. (D) Pension or gratuity between two-thirds and full compensation pension admissible on retirement date
When a government servant is compulsorily retired as a major penalty under Rule 11(vii) of the CCS (CCA) Rules, 1965, pensionary entitlements are governed by pension rules. The competent authority may grant pension or gratuity, or both, at a rate not less than two-thirds and not more than full compensation pension admissible.

34. (A) Removal does not disqualify from future government employment, whereas dismissal ordinarily does
Under Rule 11 of the CCS (CCA) Rules, 1965, both removal (clause viii) and dismissal (clause ix) are major penalties resulting in termination of service. The key statutory distinction is that dismissal ordinarily disqualifies the individual from future government employment, whereas removal from service does not carry such an absolute future employment disqualification.

35. (A) I, II and IV only
Under the CCS (CCA) Rules, 1965, and pension rules, removal and dismissal forfeit regular pension rights, but compassionate allowances may be granted in deserving cases. Dismissal disqualifies from future government employment, but removal does not restrict private employment. Therefore, statements I, II, and IV accurately summarize the governing statutory principles.

36. (D) Dismissal from service
Under Rule 11(ix) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, dismissal from service is the most severe major penalty. Statutorily, dismissal shall ordinarily be a disqualification for future government employment under the Central Government or any State Government, unlike other major or minor penalties.

37. (C) Rule 16
Rule 16 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, details the precise administrative procedure for imposing minor penalties listed under Rule 11. It outlines requirements for issuing a memorandum of imputations, receiving written representations, evaluating records, and passing final orders by the competent Disciplinary Authority.

38. (A) Inform the teacher in writing of proposed action and imputations, giving opportunity to represent
Rule 16(1)(a) of the CCS (CCA) Rules, 1965, requires that before imposing any minor penalty, the Disciplinary Authority must inform the government servant in writing of the proposed action and imputations of misconduct or misbehaviour, providing a reasonable opportunity to submit a written representation within a specified timeframe.

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39. (B) 10 days
Under Rule 16(1)(a) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, a government servant issued a minor penalty memorandum is standardly allowed ten days from the date of receipt to submit a written statement of representation against the proposed action and imputations of misconduct.

40. (B) No, held only if decided by the Authority or for withholding increments over 3 years/ cumulatively
Under Rule 16 of the CCS (CCA) Rules, 1965, a formal inquiry is generally not mandatory for minor penalties. However, the Disciplinary Authority may decide to hold an inquiry, or must hold one if withholding increments for more than three years or with cumulative effect is proposed, following the Rule 14 inquiry procedure.

41. (B) Rule 14
Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, lays down the comprehensive statutory procedure for imposing major penalties. It mandates framing formal articles of charge, serving imputations and documents, providing defense opportunities, appointing inquiry authorities, examining witnesses, and recording detailed findings.

42. (A) Both A and R are true and R is the correct explanation of A
Rule 14 of the CCS (CCA) Rules, 1965, incorporates constitutional safeguards under Article 311(2) of the Constitution of India. It mandates a formal inquiry before imposing major penalties, ensuring that the government servant receives clear notice of charges and a fair opportunity to defend themselves, thereby upholding principles of natural justice.

43. (C) Four Annexures
A standard charge sheet issued under Rule 14 of the CCS (CCA) Rules, 1965, for major penalty proceedings comprises four distinct annexures. These annexures systematically detail the articles of charge, statement of imputations of misconduct, list of supporting documentary evidence, and list of prosecution witnesses to sustain the charges.

44. (C) Articles of charge framed against the government servant
In a departmental charge sheet issued under Rule 14 of the CCS (CCA) Rules, 1965, Annexure-I contains the formal Articles of Charge. These articles clearly define each distinct allegation of misconduct or misbehaviour framed against the charged government servant, providing precise grounds upon which major penalty proceedings are initiated.

45. (C) I, II, III and IV
In a major penalty charge sheet issued under Rule 14 of the CCS (CCA) Rules, 1965, all four annexures are correctly designated: Annexure-I contains Articles of Charge, Annexure-II contains Statement of Imputations, Annexure-III contains the List of Documents, and Annexure-IV contains the List of Prosecution Witnesses.

46. (B) 15 days
Under Rule 14(4) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, a government servant delivered a major penalty charge sheet is allowed fifteen days to submit a written statement of defence and to state whether they plead guilty or desire to be heard in person.

47. (B) The Disciplinary Authority records findings on each charge and passes an appropriate order
Under Rule 14(5)(a) of the CCS (CCA) Rules, 1965, if the charged government servant admits all articles of charge unconditionally in the written statement of defence, holding a formal oral inquiry is unnecessary. The Disciplinary Authority directly records its findings on each charge and passes an appropriate disciplinary order.

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48. (D) Appoint an Inquiry Authority and a Presenting Officer to conduct formal inquiry
Under Rule 14(5)(b) and Rule 14(5)(c) of the CCS (CCA) Rules, 1965, when a charged officer denies the charges in the written statement of defence, the Disciplinary Authority must appoint an Inquiry Authority to conduct a formal oral inquiry and appoint a Presenting Officer to present the case supporting the charges.

49. (A) The Disciplinary Authority itself or an officer senior in rank
Under Rule 14(2) of the CCS (CCA) Rules, 1965, the Disciplinary Authority may either conduct

the departmental inquiry itself or appoint another authority, known as the Inquiry Officer. To prevent administrative impropriety, the appointed Inquiry Officer must be senior in rank or status to the charged government servant.

50. (D) To present the case supporting articles of charge before Inquiry Authority
Under Rule 14(5)(c) of the CCS (CCA) Rules, 1965, the Disciplinary Authority appoints a Presenting Officer whose primary duty is to present the case in support of the articles of charge before the Inquiry Officer. The Presenting Officer produces listed prosecution evidence, examines prosecution witnesses, and cross-examines defence witnesses.

51. (D) No, unless the Presenting Officer is a legal practitioner, or the Disciplinary Authority permits
Under Rule 14(8) of the CCS (CCA) Rules, 1965, a charged officer cannot engage a legal practitioner as Defence Assistant as a matter of right. A legal practitioner is permitted only if the Presenting Officer is a legal practitioner or if the Disciplinary Authority explicitly grants permission having regard to case complexity.

52. (A) Both A and R are true and R is the correct explanation of A
Under Rule 14(8) of the CCS (CCA) Rules, 1965, a charged officer may engage a retired government servant as a Defence Assistant. To ensure effective representation and prevent professionalization of defense assistance, administrative guidelines restrict a retired officer from assisting in more than eight pending departmental inquiry cases simultaneously.

53. (A) 2 cases
Under Rule 14(8) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, a serving government servant is permitted to function as a Defence Assistant for another employee, provided they do not have more than two active departmental inquiry cases pending in hand at any one time.

54. (B) The IO asks if the Charged Officer pleads guilty, and processes document discovery notices
During the preliminary hearing of a Rule 14 inquiry, the Inquiry Officer formally asks the charged officer whether they plead guilty or have any defense. If charges are denied, the Inquiry Officer sets dates for inspecting listed documents, issuing notices for additional documents, and scheduling the regular examination of witnesses.

55. (A) I → II → III → IV → V
Under Rule 14 of the CCS (CCA) Rules, 1965, major penalty proceedings follow a mandatory chronological order: serving the charge sheet, appointing the Inquiry Officer and Presenting Officer, holding the preliminary hearing, completing document inspection and witness examination, and concluding with written briefs and submission of the inquiry report.

56. (B) Examination-in-chief by PO → Cross-examination by CO/Defence Assistant → Re-examination by PO
In a departmental inquiry under Rule 14 of the CCS (CCA) Rules, 1965, prosecution witnesses are first subjected to examination-in-chief by the Presenting Officer. Next, the charged officer or Defence Assistant conducts cross-examination. Finally, the Presenting Officer may perform re-examination strictly on any new matters arising out of cross-examination.

57. (B) Proceed ex-parte against the Charged Officer
Under Rule 14(20) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, if the charged officer fails to appear on the specified date without sufficient cause or refuses to comply with procedural rules, the Inquiry Officer is statutorily authorized to proceed ex-parte against the charged government servant.

58. (B) Record prosecution evidence and evaluate listed documents on record before submitting findings
In an ex-parte departmental inquiry conducted under Rule 14(20) of the CCS (CCA) Rules, 1965, the Inquiry Officer cannot automatically hold charges proved. The Inquiry Officer remains statutorily bound to record prosecution evidence, evaluate listed documents on record, and objectively assess whether charges are substantiated before submitting findings.

59. (B) 15 days
Under Rule 14(19) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, after the conclusion of production of evidence, the Inquiry Officer allows the Presenting Officer and the charged officer a maximum time period

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of fifteen days to submit their respective written briefs on the case.

60. (B) A statement of charges, defence explanation, evidence assessment, and clear findings on charges
Under Rule 14(23) of the CCS (CCA) Rules, 1965, the Inquiry Report prepared by the Inquiry Officer must contain the articles of charge, statement of imputations, defence explanation, evaluation of oral and documentary evidence presented during inquiry, and clear, reasoned findings on each individual article of charge.

61. (B) No, the Inquiry Officer is a fact-finding authority and must not express any opinion on penalty
Under the CCS (CCA) Rules, 1965, the Inquiry Officer functions purely as a quasi-judicial fact-finding authority. The Inquiry Officer's sole mandate is to evaluate evidence and report whether charges are proved or not proved. Expressing opinions or making recommendations regarding the specific quantum of penalty is strictly prohibited.

62. (A) Both A and R are true and R is the correct explanation of A
In accordance with Rule 15(2) of the CCS (CCA) Rules, 1965, and principles of natural justice established in the Ramzan Khan case, the Disciplinary Authority must forward a copy of the Inquiry Officer's report to the charged officer to afford a fair opportunity to submit a written representation against the findings.

63. (B) 15 days
Under Rule 15(2) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Disciplinary Authority forwards a copy of the Inquiry Officer's report to the charged officer, granting a statutory period of fifteen days to submit any written representation or submission regarding the findings of the inquiry.

64. (B) Record tentative disagreement reasons and forward note with IO report to Charged Officer for representation
Under Rule 15(1) of the CCS (CCA) Rules, 1965, if the Disciplinary Authority disagrees with the Inquiry Officer's findings on any charge, it must record its tentative reasons for disagreement. This disagreement note, along with the inquiry report, must be served on the charged officer to seek written representation before final orders.

65. (A) I and II only
Under Rule 15 of the CCS (CCA) Rules, 1965, the Disciplinary Authority may remit a case for further inquiry if evidence is incomplete. Completely fresh (de novo) inquiries on identical charges are impermissible unless prior proceedings were fundamentally defective. The Disciplinary Authority is not bound by inquiry findings and may disagree.

66. (A) Where penalty is proposed based on conduct leading to criminal conviction
Rule 19(i) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, prescribes a special procedure dispensing with formal departmental inquiry where a penalty is proposed to be imposed on a government servant on the ground of conduct which has led to conviction on a criminal charge by a court.

67. (B) Second Proviso, Clause (b)
Rule 19(ii) of the CCS (CCA) Rules, 1965, directly corresponds to Article 311(2), second proviso, clause (b) of the Constitution of India. This constitutional provision empowers the disciplinary authority to dispense with a formal inquiry when satisfied, for reasons recorded in writing, that it is not reasonably practicable to hold one.

68. (B) Give opportunity to make representation on penalty proposed based on conviction
Under Rule 19(i) of the CCS (CCA) Rules, 1965, when action is taken based on a criminal conviction, a full inquiry is dispensed with. However, constitutional principles require that the Disciplinary Authority must give the convicted government servant an opportunity to make a representation regarding the penalty proposed before passing final orders.

69. (B) Appealable to the designated Appellate Authority
Rule 23 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, explicitly grants a statutory right of appeal to a government servant. Any order passed by a Disciplinary Authority imposing penalties specified under Rule 11 is appealable to the designated Appellate Authority higher in administrative hierarchy.

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70. (B) The authority immediately superior to the order-issuing authority
Under the CCS (CCA) Rules, 1965, the Appellate Authority is defined as the authority immediately superior to the authority that passed the order being appealed. If the original order was passed by the Head of Office, the Head of Department or next higher administrative authority functions as the designated Appellate Authority.

71. (C) 45 days from the date of delivery of the order to appellant
Under Rule 25 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, an appeal must be preferred within forty-five days from the date on which a copy of the order appealed against is delivered to the appellant government servant, ensuring adequate time to formulate grounds of appeal.

72. (A) Both A and R are true and R is the correct explanation of A
Rule 25 of the CCS (CCA) Rules, 1965, specifies a limitation period of 45 days for filing an appeal. However, the proviso to Rule 25 explicitly empowers the Appellate Authority to condone delay and entertain an appeal after expiry if satisfied that the appellant was prevented by sufficient cause from appealing in time.

73. (D) Any order passed by the President of India
Under Rule 22 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, orders passed directly by the President of India are non-appealable within the departmental hierarchy. Disciplinary orders issued by the President can only be subjected to administrative review under Rule 29-A or judicial review in appropriate courts.

74. (A) Confirm, enhance, reduce, or set aside the penalty
Rule 27(2) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, prescribes powers of the Appellate Authority. Upon considering an appeal, the Appellate Authority is authorized to confirm, reduce, enhance, or set aside the penalty order, or remit the case back to the Disciplinary Authority with specific procedural directions.

75. (A) I, II and III only
Under Rule 27 of the CCS (CCA) Rules, 1965, the Appellate Authority possesses statutory powers to confirm, reduce, set aside, or enhance penalties after giving notice, and to remit cases for further inquiry. Converting departmental disciplinary proceedings into civil lawsuits for damages is not authorized under these administrative rules.

76. (B) A Rule 14 inquiry must be held if not done earlier, and representation opportunity given
Under Rule 27(2) of the CCS (CCA) Rules, 1965, if the Appellate Authority proposes to enhance a minor penalty to a major penalty and no Rule 14 inquiry was conducted earlier, an inquiry under Rule 14 must be held before passing orders, giving the employee a full opportunity for defence representation.

77. (B) A power exercised by specified higher authorities to call for records and revise orders
Rule 29 of the CCS (CCA) Rules, 1965, empowers specified revisionary authorities, including the President, Head of Department, or Appellate Authority, to call for records of any case on their own motion or otherwise and revise any order passed, ensuring rectifications of administrative errors or procedural irregularities in disciplinary orders.

78. (C) Rule 29 (Revision)
Rule 29 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, governs revisionary powers. Higher departmental authorities or appellate authorities are empowered under this rule to call for records of completed disciplinary proceedings within prescribed time limits on their own motion and revise orders, including perverse exonerations.

79. (B) Within 6 months from the order date
Under Rule 29(1) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, any revising authority other than the President can exercise revisionary powers on its own motion only within six months from the date of the order proposed to be revised, ensuring finality of administrative decisions after time expiry.

80. (C) The President of India
Rule 29-A of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, specifically vests overriding review powers exclusively in the President of India. Under this rule, the President may review any order passed under these rules when new facts or

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material evidence come to light or in exceptional administrative circumstances.

81. (A) New material evidence is discovered which could not be produced earlier despite due diligence
Under Rule 29-A of the CCS (CCA) Rules, 1965, the President may at any time review any order passed under these rules, either on his own motion or upon representation, when new material evidence or facts are discovered that could not be produced earlier despite due diligence and significantly alter the case.

82. (A) Both A and R are true and R is the correct explanation of A
Rule 29-A of the CCS (CCA) Rules, 1965, grants overriding review powers to the President of India without strict limitation timeframes. This constitutional mechanism ensures that when fresh material evidence comes to light that affects the merits of a case, an unjust disciplinary order can be reviewed and rectified in public interest.

83. (B) Reasonable opportunity of defence based on evidence on record
Even during an ex-parte inquiry conducted under Rule 14(20) of the CCS (CCA) Rules, 1965, constitutional guarantees under Article 311(2) remain applicable. The Inquiry Officer must evaluate listed evidence objectively on record and provide findings based on established facts, upholding the employee's fundamental right to a fair assessment.

84. (A) Consulting CVC or UPSC where required by statutory provisions
Before issuing a final major penalty order under Rule 15 of the CCS (CCA) Rules, 1965, the Disciplinary Authority must comply with mandatory statutory consultation requirements. Where prescribed by rules, consultation with the Union Public Service Commission or Central Vigilance Commission must be completed and advice considered before passing the order.

85. (A) I and II only
In vigilance-angle disciplinary proceedings, administrative instructions mandate two stages of vigilance consultation: first stage advice before issuing the formal charge sheet, and second stage advice after receiving the Inquiry Officer's report before final decision. Vigilance advice is an administrative procedure and does not bind independent civil or criminal courts.

86. (B) He retires on superannuation, and proceedings continue under CCS Pension Rules
When a government servant under suspension reaches superannuation age, they automatically retire from service on that date. Under Rule 9 of the CCS (Pension) Rules, 1972 (or Rule 8 of 2021 Rules), pending departmental proceedings under Rule 14 are deemed to continue post-retirement for determining pensionary withholdings by the competent authority.

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87. (C) Withholding or withdrawing pension or gratuity in full or part, permanently or temporarily
Post-retirement departmental proceedings governed by Rule 9 of the CCS (Pension) Rules cannot impose in-service penalties like dismissal or demotion. Instead, if grave misconduct or negligence is established, the competent authority may order withholding or withdrawing pension or gratuity, in full or in part, permanently or for a specified duration.

88. (C) President of India (or delegated Lt. Governor)
Under Rule 9 of the CCS (Pension) Rules, 1972 (or Rule 8 of 2021 Rules), the President of India (or delegated Lt. Governor in Union Territories) is the sole competent authority empowered to order the withholding or withdrawal of pension or gratuity upon completion of post-retirement disciplinary proceedings finding grave misconduct.

89. (B) Yes, if after representation, the Authority feels a major penalty should be considered, Rule 14 inquiry is instituted
Under Rule 16(2) of the CCS (CCA) Rules, 1965, if after considering the written representation submitted by the employee against a minor penalty memorandum, the Disciplinary Authority decides that a major penalty should be considered, it may institute formal proceedings under Rule 14 by framing detailed articles of charge.

90. (B) It is treated as period spent on duty for all purposes, with full pay and allowances
Under Fundamental Rule 54-B(3), when a government servant who was placed under suspension is fully exonerated of all charges upon conclusion of disciplinary proceedings,

the suspension period is regularized as period spent on duty for all purposes, with full pay and allowances payable as if no suspension occurred.

91. (A) The period is treated as duty for all purposes, and full pay and allowances are paid to the family
Under Fundamental Rule 54-B(2), where a government servant under suspension dies before disciplinary proceedings or court proceedings are concluded, the period of suspension shall automatically be treated as duty for all purposes, and full pay and allowances for the period shall be disbursed to the legal heirs.

92. (D) A is false but R is true
In departmental disciplinary proceedings under the CCS (CCA) Rules, 1965, charges do not require proof beyond reasonable doubt as in criminal trials. Departmental inquiries are quasi-judicial proceedings that operate strictly on the principle of 'preponderance of probability', making the assertion incorrect while the underlying legal reason remains true.

93. (C) Preponderance of probability
The standard of proof in departmental disciplinary inquiries governed by Rule 14 of the CCS (CCA) Rules, 1965, is the 'preponderance of probability'. Unlike criminal judicial trials requiring proof beyond reasonable doubt, departmental findings are based on whether the available evidence reasonably leads to the inference of guilt.

94. (D) All of the above
Under the statutory Explanation to Rule 11 of the CCS (CCA) Rules, 1965, stopping a government servant at the efficiency bar, non-selection for promotion after due consideration of record, and reversion of a probationer to their permanent post do not constitute statutory penalties within the meaning of disciplinary rules.

95. (D) I, II, III and IV
Under the statutory Explanation to Rule 11 of the CCS (CCA) Rules, 1965, administrative measures such as discharge of a probationer, premature retirement under FR 56(j) in public interest, administrative reversion from an officiating post, and termination under Temporary Service Rules do not amount to statutory penalties under disciplinary provisions.

96. (B) Considers defence; if charges are admitted, records findings; if denied, decides to hold inquiry
Upon receiving the written statement of defence under Rule 14(4) of the CCS (CCA) Rules, 1965, the Disciplinary Authority evaluates the response. If the charged officer admits the charges, it records findings directly; if charges are denied, it decides whether to initiate a formal departmental inquiry.

97. (B) No, Article 311(1) forbids dismissal or removal by an authority subordinate to appointing authority
Under Article 311(1) of the Constitution of India and Rule 12 of the CCS (CCA) Rules, 1965, no government servant can be dismissed or removed from service by an authority subordinate to that by which they were appointed. Any major penalty order passed by a subordinate authority is constitutionally invalid.

98. (B) Invalid, as it violates Article 311(1) and CCS (CCA) Rules
An order of dismissal passed by the Regional Director against a Vice-Principal appointed by the Director of Education is legally invalid. Under Article 311(1) of the Constitution of India and Rule 12 of the CCS (CCA) Rules, 1965, dismissal cannot be ordered by any administrative authority subordinate to the Appointing Authority.

99. (B) The Appointing Authority or authority empowered by President
Under Rule 12 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, disciplinary proceedings against a Group 'B' government servant may be initiated by the Appointing Authority, or by any other authority specifically empowered by the President of India by general or special order to institute such proceedings.

100. (B) Joint disciplinary proceedings against multiple servants concerned in the same case
Rule 18 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, governs Common Proceedings. It applies when two or more government servants are involved in the same disciplinary case, empowering the competent authority to direct joint disciplinary proceedings against all concerned employees under a single inquiry framework.

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101. (A) The authority competent to dismiss both, or the highest authority by agreement
Under Rule 18(1) of the CCS (CCA) Rules, 1965, where multiple government servants belonging to different departments are involved in the same case, Common Proceedings may be ordered by the authority competent to dismiss all such employees, or by agreement between the highest respective appointing authorities involved.

102. (B) Statement of imputations giving full details of relevant facts and circumstances
In a Rule 14 charge sheet under the CCS (CCA) Rules, 1965, Annexure-II consists of the Statement of Imputations of Misconduct or Misbehaviour. It sets out the factual narrative, context, surrounding circumstances, and material details that support each formal article of charge listed in Annexure-I of the charge sheet.

103. (B) Service is deemed completed, and the authority may proceed ex-parte
When a charge sheet issued under Rule 14 of the CCS (CCA) Rules, 1965, is dispatched by registered post to the official address and returned with a refusal report, service is legally deemed completed. The Disciplinary Authority is authorized to proceed further with the disciplinary proceedings ex-parte.

104. (B) It violates principles of natural justice, vitiating inquiry proceedings
Failing to afford the charged officer an opportunity to inspect listed prosecution documents during a Rule 14 inquiry constitutes a material procedural violation under the CCS (CCA) Rules, 1965. It breaches principles of natural justice and fair defense, vitiating the entire inquiry proceedings and rendering subsequent penalty orders legally vulnerable.

105. (B) The IO may allow relevant additional documents, provided public interest does not suffer
Under Rule 14(11) of the CCS (CCA) Rules, 1965, the Inquiry Officer evaluates requests by the charged officer for additional unlisted documents. The Inquiry Officer may allow production of relevant documents if necessary for defense, provided the authority controlling the documents does not claim that public interest prohibits disclosure.

106. (B) No, it violates the rule against bias (Nemo judex in causa sua)
Appointing the original complainant as the Inquiry Officer in a departmental proceeding violates the fundamental principle of natural justice, nemo judex in causa sua (no one should be a judge in their own cause). Such an appointment introduces official bias, rendering the inquiry and subsequent disciplinary orders legally invalid.

107. (D) All of the above
In administrative law and CCS (CCA) Rules, 1965 proceedings, an Inquiry Officer must be completely impartial. Disqualifying forms of bias include personal bias against the employee, subject-matter or official bias in the case outcome, and direct or indirect pecuniary interest in the subject matter under inquiry.

108. (B) No, a person cannot act as both witness and inquiry officer in the same proceeding
Appointing a witness for the prosecution as the Inquiry Officer in the same departmental proceeding violates natural justice principles under the CCS (CCA) Rules, 1965. A person cannot combine the roles of witness and adjudicator, as it introduces inherent procedural bias, rendering the inquiry proceedings legally unsustainable.

109. (B) To maintain an accurate record of procedural steps, presence, and orders on each hearing date
During a Rule 14 departmental inquiry under the CCS (CCA) Rules, 1965, the Inquiry Officer maintains Daily Order Sheets. These sheets serve as official administrative records documenting procedural steps, attendance of parties, applications submitted, rulings issued, and scheduling decisions taken on each hearing date throughout the inquiry.

110. (B) Generally question the Charged Officer on incriminating evidence to enable explanation
Under Rule 14(18) of the CCS (CCA) Rules, 1965, after prosecution evidence is closed, if the charged officer has not offered himself as a witness, the Inquiry Officer must generally question the officer on circumstances appearing against him in the evidence, enabling him to offer explanation on incriminating facts.

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111. (B) It is a mandatory statutory safeguard giving opportunity to explain incriminating evidence
Rule 14(18) of the CCS (CCA) Rules, 1965, provides a mandatory procedural safeguard akin to Section 313 of the Code of Criminal Procedure. It ensures that no incriminating evidence is relied upon against a charged employee without giving them a direct statutory opportunity during inquiry to explain those circumstances.

112. (B) Denial of natural justice, making the order liable to be set aside by courts
Failing to supply a copy of the Inquiry Officer's report to the charged officer before passing a penalty order violates Rule 15(2) of the CCS (CCA) Rules, 1965, and principles of natural justice. This procedural defect deprives the employee of defense opportunities, rendering the penalty order legally unsustainable.

113. (B) It can resume inquiry from the stage where the flaw occurred
When a court quashes a penalty order purely on procedural defects, such as non-supply of the inquiry report, the Disciplinary Authority is legally entitled to resume departmental proceedings under the CCS (CCA) Rules, 1965, from the exact procedural stage where the defect occurred, rectifying the flaw before proceeding further.

114. (B) The date of original order of dismissal
Under Rule 10(4) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, where a penalty of dismissal is set aside by a court decision and the Disciplinary Authority decides to hold further inquiry, the government servant is deemed placed under suspension from the original date of dismissal.

115. (B) 6 months (extendable up to 18 months)
Under DoPT and Central Vigilance Commission guidelines governing CCS (CCA) Rules, 1965 proceedings, a Rule 14 major penalty inquiry should standardly be completed within six months. Where complex circumstances delay proceedings, extensions may be granted by competent authorities, up to a maximum total period of eighteen months.

116. (B) A specified period stated in the order
Under Rule 11(ii) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, withholding of promotion is a minor penalty. When imposing this penalty, the Disciplinary Authority must explicitly state a fixed, specified period in the penalty order during which the government servant remains ineligible for promotion.

117. (B) No, he must obtain prior permission before leaving headquarters
A government servant under suspension under Rule 10 of the CCS (CCA) Rules, 1965, remains subject to administrative control and service conduct rules. The suspended employee cannot leave the designated station headquarters without obtaining prior written permission from the competent administrative authority having supervisory control over the establishment.

118. (C) Indication of the specific penalty that will definitely be imposed
A valid charge sheet under Rule 14 of the CCS (CCA) Rules, 1965, requires precise articles of charge, detailed imputations of misconduct, and comprehensive lists of supporting evidence and witnesses. Mentioning a specific proposed penalty in the charge sheet is strictly improper, as it indicates prejudgment by the authority.

119. (B) Because proposing a penalty shows bias and prejudgment by authority
Mentioning a specific proposed penalty in a Rule 14 charge sheet under the CCS (CCA) Rules, 1965, vitiates departmental proceedings. It demonstrates administrative prejudgment and bias by the Disciplinary Authority before assessing defense evidence or holding a formal inquiry, violating fundamental principles of natural justice governing disciplinary action.

120. (B) No, the Disciplinary Authority evaluates whether to accept apology or hold inquiry
Submitting an unconditional written apology upon receiving a charge sheet under Rule 14 of the CCS (CCA) Rules, 1965, does not automatically terminate departmental proceedings. The Disciplinary Authority evaluates whether the apology mitigates misconduct, accepting it or proceeding with the formal inquiry to determine administrative consequences.

121. (B) Non-appealable, but subject to Review under Rule 29-A
Under Rule 21 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, orders passed directly by the President of

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India are non-appealable within departmental appellate channels. However, such orders remain subject to administrative review by the President under Rule 29-A when new material facts emerge.

122. (A) Head of Office / Principal if designated as Disciplinary Authority
Under Rule 12 of the CCS (CCA) Rules, 1965, minor penalties such as Censure can be imposed by administrative authorities empowered as Disciplinary Authorities for specific grades. In school administration, the Head of Office or Principal, if designated as Disciplinary Authority, is competent to issue Censure to non-gazetted staff.

123. (B) Full formal inquiry procedure under Rule 14
Under Rule 16(1)(b) of the CCS (CCA) Rules, 1965, if a proposal to withhold increments of pay is likely to adversely affect the employee's pension amount upon retirement, holding a full formal inquiry following the complete Rule 14 procedure becomes legally mandatory before imposing such penalty.

124. (B) Does not adversely affect pension entitlements
Under Rule 11(iii-a) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, reduction to a lower stage in the pay matrix for a period not exceeding three years without cumulative effect is categorized as a minor penalty, explicitly defined as not adversely affecting pension entitlements.

125. (B) It is recorded in the Service Book and APAR/CR file
Under the CCS (CCA) Rules, 1965, Censure is a formal statutory minor penalty. An administrative order awarding Censure is officially recorded in the government servant's Service Book and Annual Performance Assessment Report (APAR) file, creating a permanent administrative record that may be considered during future promotional evaluations.

126. (B) Null and void ab initio without legal force
Under administrative law and the CCS (CCA) Rules, 1965, a disciplinary authority must possess statutory jurisdiction to act. If an order imposing a penalty is passed by an authority lacking legal jurisdiction or competence under the rules, the resulting penalty order is null and void ab initio without legal force.

127. (A) Submit defence statement and state if producing defence witnesses
Under Rule 14(14) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, when the Presenting Officer completes production of prosecution evidence and closes the prosecution case, the charged officer is required to submit a defence statement and indicate whether they intend to produce defence witnesses.

128. (B) Presenting Officer has the legal right to cross-examine defence witnesses
In a Rule 14 departmental inquiry under the CCS (CCA) Rules, 1965, the Presenting Officer possesses the statutory legal right to cross-examine any defence witnesses produced by the charged officer. Cross-examination allows the prosecution to test the veracity, accuracy, and reliability of defense evidence presented during inquiry.

129. (B) Yes, IO may ask clarifying questions after chief and cross-examinations
Under Rule 14(15) of the CCS (CCA) Rules, 1965, the Inquiry Officer is empowered to put questions to witnesses. The Inquiry Officer may ask clarifying questions after the examination-in-chief and cross-examination are concluded, enabling the adjudicating authority to clarify ambiguous evidence or resolve evidentiary ambiguities on record.

130. (A) The order must give reasons showing application of mind to charges, evidence, and defence
Under the CCS (CCA) Rules, 1965, an order imposing a penalty must be a reasoned order, commonly known as a speaking order. It must clearly outline material facts, analyze presented evidence, consider defense explanations, and record clear reasons for findings, demonstrating proper administrative application of mind by the Disciplinary Authority.

131. (B) Speaks for itself by containing facts, evidence evaluation, reasoning, and conclusions
In administrative law and CCS (CCA) Rules proceedings, a 'Speaking Order' is an order that speaks for itself. It contains a coherent narrative of facts, systematic evaluation of oral and documentary evidence, logical administrative reasoning, and final conclusions, ensuring

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procedural transparency and enabling effective appellate or judicial review.

132. (D) All of the above
Under Rule 27(2) of the CCS (CCA) Rules, 1965, the Appellate Authority must comprehensively evaluate whether prescribed procedural rules were followed without causing injustice, whether findings of the Disciplinary Authority are supported by evidence on record, and whether the quantum of penalty imposed is adequate, inadequate, or severe.

133. (B) Forward the appeal forthwith to proper Appellate Authority and inform appellant
Under the procedural framework of CCS (CCA) Rules, 1965, if an appeal is inadvertently addressed to or received by an authority other than the designated Appellate Authority, the receiving office must forthwith forward the appeal directly to the proper Appellate Authority and inform the appellant government servant accordingly without delay.

134. (B) Through the authority passing the order appealed against
Under Rule 26(1) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, every appeal must be submitted through the authority which passed the order appealed against. This requirement enables the original authority to transmit the appeal along with relevant disciplinary records and comments to the Appellate Authority.

135. (B) Forward appeal with comments and records to Appellate Authority without delay
Under Rule 26(2) of the CCS (CCA) Rules, 1965, upon receiving an appeal addressed to the Appellate Authority, the Disciplinary Authority that passed the original order must forward the appeal along with its comments and complete case records to the Appellate Authority without delay and without withholding the document.

136. (B) No second appeal exists; remedies are Revision under Rule 29 or Review under Rule 29-A
Under the CCS (CCA) Rules, 1965, there is no statutory provision for filing a second appeal against an order passed by the Appellate Authority under Rule 27. An aggrieved employee's administrative remedies against an appellate order are restricted to Revision under Rule 29 or Review under Rule 29-A.

137. (C) Rule 29-A
Rule 29-A of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, governs the review of orders by the President. It empowers the President to review any disciplinary order at any time, either on his own motion or upon representation, when new material evidence is discovered.

138. (A) The Head of Department or Appellate Authority
Under Rule 29(1) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, specified higher authorities, including the Head of Department or the Appellate Authority, are empowered to initiate revisionary proceedings on their own motion within prescribed statutory time limits to revise disciplinary orders passed by subordinate authorities.

139. (B) IO must stay inquiry proceedings and forward bias representation to Disciplinary Authority
When a charged officer submits a written representation alleging personal bias against the Inquiry Officer during a Rule 14 inquiry, administrative guidelines require the Inquiry Officer to stay inquiry proceedings immediately and forward the bias petition directly to the Disciplinary Authority for formal administrative consideration and decision.

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140. (B) The designated Disciplinary Authority
Under the CCS (CCA) Rules, 1965 framework, the Disciplinary Authority is the competent authority to evaluate a bias petition filed against an Inquiry Officer. The Disciplinary Authority considers allegations, calls for comments, and issues a reasoned order either rejecting the bias petition or appointing a new Inquiry Officer.

141. (B) Salary is suspended; only subsistence allowance is paid subject to non-employment certificate
Under Rule 10 of the CCS (CCA) Rules, 1965, and Fundamental Rule 53, placing a government servant under suspension temporarily halts their right to draw regular monthly salary. Instead, the suspended employee is paid a subsistence allowance, contingent upon submitting a mandatory non-employment certificate to the competent authority.

142. (B) Certificate that he/she is not engaged in any other employment, business, or vocation
Under Fundamental Rule 53(2), a government servant under suspension is required to furnish a mandatory non-employment certificate stating that they are not engaged in any other employment, business, profession, or vocation during the suspension period before drawing monthly subsistence allowance from the Drawing and Disbursing Officer.

143. (B) Subsistence allowance cannot be paid
Under Fundamental Rule 53(2), furnishing a non-employment certificate is a mandatory statutory prerequisite for disbursing subsistence allowance during suspension. If a suspended government servant refuses or fails to submit this certificate, the Drawing and Disbursing Officer cannot lawfully release any subsistence allowance for the relevant period.

144. (C) Compulsory GPF subscription deductions
Under General Provident Fund Rules and Fundamental Rule 53, compulsory subscriptions to the General Provident Fund cannot be deducted from the subsistence allowance paid during suspension. Subsistence allowance does not constitute regular basic pay, and governing rules explicitly prohibit GPF deductions during periods when an employee is under suspension.

145. (C) Both (A) and (B) are correct
GPF subscriptions are not deducted from subsistence allowance because subsistence allowance does not constitute regular basic pay. Furthermore, General Provident Fund rules explicitly prohibit recovery of GPF subscriptions during suspension periods when an employee receives subsistence allowance, making both statements legally valid grounds under governing finance rules.

146. (B) Departmental proceedings can proceed simultaneously, unless explicitly stayed or complex questions involved
Under established judicial principles governing CCS (CCA) Rules, 1965, criminal prosecution and departmental proceedings can proceed simultaneously on the same facts. Stay of departmental proceedings is not automatic and is warranted only when the criminal charge involves complicated, grave legal questions or where explicit judicial stay orders are granted.

147. (B) No, standard of proof in criminal trial (beyond reasonable doubt) differs from departmental inquiry (preponderance of probability)
An acquittal by a criminal court does not automatically bar or terminate departmental proceedings under the CCS (CCA) Rules, 1965. Criminal trials require proof beyond reasonable doubt to establish criminal guilt, whereas departmental proceedings operate on the standard of preponderance of probability, allowing administrative action on identical underlying facts.

148. (A) Within 3 months of receipt of representation
Under administrative guidelines issued for CCS (CCA) Rules, 1965 proceedings, a decision on the written representation submitted by a government servant against a Rule 16 minor penalty memorandum should normally be taken by the competent Disciplinary Authority within three months from the date of receipt of the representation.

149. (B) Monetary value of increments is lost for 2 years, after which pay is recalculated including increments
Withholding of increment without cumulative effect for two years under Rule 11(iv) of the CCS (CCA) Rules, 1965, means the employee loses the financial benefit of increments during the two-year penalty period. Upon completion of two years, pay is restored including accrued increments as if no penalty had been imposed.

150. (C) Rule 32
Rule 32 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, contains statutory provisions empowering the President to interpret these rules and grant relaxations. Where the strict operation of any rule causes undue hardship in a specific case, the President may relax requirements to ensure justice.

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CHAPTER 04
CCS (Conduct) Rules, 1964

1. Under the Central Civil Services (Conduct) Rules, 1964, what is the exact legal authority and constitutional mandate under which these rules were framed by the President of India?
(A) Article 311 clause (2) of the Constitution of India
(B) Article 309 proviso of the Constitution of India
(C) Article 312 of the Constitution of India
(D) Article 320 of the Constitution of India

2. Which of the following categories of employees is explicitly covered under the scope and applicability of the Central Civil Services (Conduct) Rules, 1964?
(A) Members of the All India Services serving on deputation to Union Ministries
(B) Railway servants as defined in Section 2 of the Indian Railways Act, 1989
(C) Persons in casual, seasonal, or daily-rated employment not holding a civil post
(D) Persons appointed to civil posts in connection with the affairs of the Union

3. Under Rule 1 of the CCS (Conduct) Rules, 1964, to which of the following personnel do these rules NOT apply?
(A) Members of the All India Services governed by the All India Services (Conduct) Rules, 1968
(B) Every person appointed to a civil service or post in connection with the affairs of the Union
(C) Officers serving under the Directorate of Education, GNCTD
(D) Civilian employees working in Defence Services paid from Defence Estimates

4. Rule 3(1)(i) of the CCS (Conduct) Rules, 1964 mandates that every Government servant shall at all times maintain which of the following core qualities?
(A) Political neutrality
(B) Promptness in public dealing
(C) Absolute integrity
(D) Financial solvency

5. Which clause of Rule 3 of the CCS (Conduct) Rules, 1964 obligates a Government servant to do nothing which is unbecoming of a Government servant?
(A) Rule 3(1)(i)
(B) Rule 3(1)(ii)
(C) Rule 3(1)(iii)
(D) Rule 3(2)(i)

6. A Vice-Principal in a government school signs an official document on behalf of the Principal without proper administrative delegation or statutory authority. Which specific provision of Rule 3 of the CCS (Conduct) Rules, 1964 is primarily violated?
(A) Failure to maintain devotion to duty in the performance of official functions under Rule 3(1)(ii)
(B) Unauthorized communication of official administrative information under Rule 11 of Conduct Rules
(C) Sub-letting government residential accommodation or official authority under Rule 15-A
(D) Acting beyond delegated statutory authority under Rule 3(1)(iii) and Rule 3(2)

7. According to Rule 3(2)(ii) of the CCS (Conduct) Rules, 1964, no Government servant shall, in the performance of his official duties, act otherwise than in accordance with:
(A) The explicit verbal directions and instructions of his local political representative
(B) His best judgment, except when acting under his official superior's direction
(C) His own personal conscience and moral beliefs regardless of administrative orders
(D) The informal consensus reached among members of subordinate staff welfare unions

8. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A Government servant who receives an oral direction from his official superior must seek written confirmation of the same as early

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as possible.

Reason R: Rule 3(2)(iii) of the CCS (Conduct) Rules, 1964 stipulates that directions given by official superiors shall ordinarily be in writing, and oral directions should be avoided except in urgent circumstances.

In light of the above statements, choose the correct answer from the options given below:

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

9. Under Rule 3-A of the CCS (Conduct) Rules, 1964, a Government servant in charge of a public office or school is expected to observe which of the following standard behavioral principles?
(A) Strict secrecy regarding routine public procedures
(B) Discretionary priority based on personal acquaintances
(C) Informal settlement of administrative grievances outside official records
(D) Absolute promptness and courtesy in dealing with the public

10. Under Rule 3-C of the CCS (Conduct) Rules, 1964, which of the following actions explicitly constitutes sexual harassment of working women?
(A) Unwelcome physical contact and advances, or a demand or request for sexual favours
(B) Assigning official supervisory duty to a female colleague during official hours
(C) Issuing a formal memo for administrative delay in submitting lesson plans
(D) Conducting a official performance evaluation appraisal meeting in the Principal's office

11. Under Rule 4 of the CCS (Conduct) Rules, 1964, what requirement is imposed on a Government servant regarding the employment of his near relatives in private firms?
(A) Absolute statutory prohibition on any near relative securing employment in any private commercial enterprise operating within India
(B) Prior sanction of the Government if the firm has official dealings with the employee's department
(C) Mandatory submission of resignation from service whenever a near relative accepts employment in any private corporate firm
(D) Mandatory reporting of full particulars to the local police department within fifteen days of any such private employment

12. A newly appointed Vice-Principal in a Delhi Government school discovers that her brother has applied for a commercial vendor contract floated by the same school for school uniform supply. Under Rule 4 of the CCS (Conduct) Rules, 1964, what is the mandatory course of action for the Vice-Principal?
(A) She must proceed to evaluate and approve the commercial tender without declaring the personal relationship if his bid is lowest
(B) She must recuse herself and report the full facts to her official superior immediately
(C) She may participate in evaluating the tender provided she informs the local School Management Committee members informally
(D) She must direct her brother to submit the commercial tender documents under a concealed or fictitious business name

13. Rule 5(1) of the CCS (Conduct) Rules, 1964 prohibits a Government servant from taking part in which of the following activities?
(A) Being a member of or associated with any political party or movement
(B) Casting a vote in a free and fair election to the Parliament, State Legislature, or local municipal bodies
(C) Participating in purely literary, artistic, scientific, or cultural non-political registered societies
(D) Attending voter education and election awareness seminars organized officially by the Election Commission of India

14. What does Rule 5(2) of the CCS (Conduct) Rules, 1964 specify regarding the duty of a Government servant in relation to his family members?
(A) Family members are completely exempt from conduct rules and may freely finance or manage political election campaigns
(B) The Government servant is required to tender immediate resignation if any family member casts a vote in an election
(C) To ensure no family member takes part in or assists any political movement
(D) Family members must apply for and obtain written permission from the District Magistrate prior to joining a party

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15. Can a Government school Principal canvas or use his influence in connection with, or take part in, an election to any legislature or local authority under Rule 5(4)?
(A) Yes, provided all election campaign and canvassing activities are conducted strictly after official working hours
(B) Yes, provided prior written authorization is granted by the elected Member of Legislative Assembly of the constituency
(C) Yes, provided the Principal is sanctioned casual or earned leave for the duration of the public election campaign
(D) No, canvassing or using influence in an election is strictly prohibited

16. Consider the following actions under Rule 5 of the CCS (Conduct) Rules, 1964 regarding political activity:
I. Protesting openly against government policies while wearing political party badges.
II. Proposing or seconding the nomination of a candidate for election to Parliament, subject to statutory provisions.
III. Displaying political party symbols on personal vehicles parked inside official school premises.
Which of the above actions constitute a direct violation of Rule 5?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

17. Under Rule 6 of the CCS (Conduct) Rules, 1964, a Government servant is prohibited from joining or continuing to be a member of any association whose objects or activities are prejudicial to:
(A) The commercial profits and financial interests of local recognized trade unions
(B) Sovereign integrity of India, public order, or morality
(C) The personal administrative preferences and opinions of the Head of School
(D) The operational convenience and class schedules of regional private coaching institutes

18. Under Rule 7 of the CCS (Conduct) Rules, 1964, a Government servant shall NOT engage himself or participate in any demonstration which is:
(A) Organized officially by recognized staff welfare associations for promoting approved cultural and sports activities
(B) Aimed at creating public awareness about national literacy missions and adult education programs
(C) Conducted officially by the Ministry of Education to inform staff about modern teacher training updates
(D) Prejudicial to the sovereignty, integrity, public order, or decency of India

MCQGPT

19. Does Rule 7 of the CCS (Conduct) Rules, 1964 permit a Government school teacher to resort to or abet any form of strike in connection with any matter pertaining to his service conditions?
(A) No, engaging in or abetting strikes is strictly prohibited
(B) Yes, provided a mandatory fourteen-day advance written notice is served to the Head of School
(C) Yes, provided the strike is officially organized and announced by a recognized staff trade union
(D) Yes, provided the strike occurs exclusively during scheduled summer or winter school vacations

20. Under Rule 8 of the CCS (Conduct) Rules, 1964, no Government servant shall, except with the previous sanction of the Government, own wholly or in part, or conduct, or participate in the editing or management of:
(A) Any government administrative bulletin
(B) Personal research notes maintained for classroom teaching
(C) Any newspaper or other periodical publication
(D) Official school annual report booklets

21. Which of the following activities requires prior sanction under Rule 8(2) of the CCS (Conduct) Rules, 1964?
(A) Participating in a radio broadcast or contributing an article to a newspaper on political matters
(B) Publishing a purely literary, artistic, or scientific book without official sanction
(C) Submitting academic student progress reports to parents
(D) Writing a personal diary in one's own home

22. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A Government school teacher cannot publish a book on public administrative

policies containing adverse criticism of current Government decisions without prior Government sanction.
Reason R: Rule 9 of the CCS (Conduct) Rules, 1964 prohibits any Government servant from making statements or publishing opinions which have the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government.
In light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

23. Under Rule 9 of the CCS (Conduct) Rules, 1964, which of the following is explicitly barred in any public media, radio broadcast, or published document by a Government servant?
(A) Objective and factual descriptions of documented historical events in ancient or medieval Indian history
(B) Statements embarrassing relations between Central and State Governments
(C) Purely academic explanations of standard mathematical formulas and scientific principles
(D) Publication of creative fictional literature containing no political or administrative policy commentary

24. Under Rule 10(1) of the CCS (Conduct) Rules, 1964, a Government servant shall NOT give evidence in connection with any inquiry conducted by any person, committee, or authority except with:
(A) The oral permission of the local Police Station In-charge
(B) The approval of the local Parents-Teachers Association
(C) The previous sanction of the Government
(D) The consent of the private media association

25. Under Rule 10(3) of the CCS (Conduct) Rules, 1964, which of the following inquiries does NOT require prior sanction of the Government for giving evidence?
(A) Inquiry before an authority appointed by the Government, Parliament, or a State Legislature
(B) Inquiry before a private non-governmental television news panel
(C) Judicial inquiry or departmental inquiry ordered by administrative authorities
(D) Both (A) and (C)

26. A PGT teacher in a Delhi Government school is summoned as a witness in a formal Departmental Inquiry instituted under CCS (CCA) Rules, 1965 against a colleague. The teacher refuses to testify, claiming that Rule 10 of the CCS (Conduct) Rules prohibits giving evidence without prior sanction. How should the Principal legally evaluate this situation?
(A) The teacher is incorrect because Rule 10(3) exempts departmental and judicial inquiries
(B) The teacher is correct because Rule 10 imposes an absolute statutory ban on giving any official or legal testimony
(C) The teacher must deposit a monetary fine into the school welfare fund before presenting testimony to the inquiry officer
(D) The Principal must formally refer the matter to the Election Commission of India for administrative clarification

27. Rule 11 of the CCS (Conduct) Rules, 1964 prohibits unauthorized communication of official information. To whom may an official document or information be communicated?
(A) To any accredited media journalist who requests access in the interest of general public transparency
(B) To persons authorized under general or special Government orders
(C) To any political party representative or social activist seeking information under public welfare initiatives
(D) To directors of private coaching institutes or commercial education agencies upon making a verbal request

28. A Government servant who discloses classified official examination question papers to an unauthorized third party violates which specific provision of the CCS (Conduct) Rules, 1964?
(A) Rule 11 (Unauthorized communication)
(B) Rule 12 (Prohibition on unauthorized collection of subscriptions)
(C) Rule 14 (Restrictions on public demonstrations and testimonials)
(D) Rule 17 (Management of personal affairs to avoid insolvency)

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29. Under Rule 12 of the CCS (Conduct) Rules, 1964, what is the rule regarding the collection of subscriptions or funds by a Government servant?
(A) Raising funds or accepting contributions requires previous sanction of Government
(B) Government servants are completely free to solicit and collect funds for any private charitable organization without restrictions
(C) Subscriptions can be collected freely without authorization provided the individual donation amount per donor does not exceed Rs. 500
(D) Collection of monetary funds for local political rallies or electoral campaign events is permissible during weekend holidays

30. Consider the following statements regarding Rule 13 (Gifts) under the CCS (Conduct) Rules, 1964:
I. "Gift" includes free transport, boarding, lodging, or other service or pecuniary advantage provided by a person other than a near relative or personal friend.
II. A casual meal, casual lift, or other social hospitality shall not be deemed to be a gift.
III. A Government servant shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him.
IV. Government servants are permitted to accept gifts of any valuation from commercial firms having official contracts with their department.
Which of the statements given above are CORRECT?
(A) I, II and III only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

31. What is the monetary limit prescribed under Rule 13 of the CCS (Conduct) Rules, 1964 up to which a Group 'A' or Group 'B' Government servant may accept gifts from near relatives or personal friends on solemn occasions without reporting to the Government?
(A) Rs. 1,000
(B) Rs. 5,000
(C) Rs. 25,000
(D) Rs. 50,000

32. For Group 'C' Government servants, what is the monetary limit under Rule 13 of the CCS (Conduct) Rules, 1964 for accepting gifts from near relatives or personal friends on occasions such as weddings, anniversaries, or religious functions without sanction or report?
(A) Rs. 2,000
(B) Rs. 7,500
(C) Rs. 15,000
(D) Rs. 25,000

33. On occasions other than solemn functions, what is the monetary threshold beyond which a Group 'A' or Group 'B' officer must report the acceptance of a gift to the Government under Rule 13(3) of the CCS (Conduct) Rules, 1964?
(A) Rs. 500
(B) Rs. 1,500
(C) Rs. 5,000
(D) Rs. 10,000

34. What is the monetary limit beyond which a Group 'C' employee must report the acceptance of a gift on ordinary occasions under Rule 13(3) of the CCS (Conduct) Rules, 1964?
(A) Rs. 500
(B) Rs. 2,000
(C) Rs. 5,000
(D) Rs. 10,000

35. Under Rule 13-A of the CCS (Conduct) Rules, 1964, what is the strict prohibition regarding dowry?
(A) Giving, taking, abetting, or demanding dowry is strictly prohibited
(B) Giving dowry is legally permissible provided all items are fully declared in the official annual immovable property return
(C) Taking dowry is permissible under conduct rules provided the total estimated market value does not exceed Rs. 1,00,000
(D) Demanding dowry is allowed under exceptional circumstances with the prior written consent of local civic authorities

36. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A Government school Principal cannot accept a commercial sponsorship or cash gift from a private textbook publisher who supplies supplementary books to the school.
Reason R: Rule 13 of the CCS (Conduct) Rules, 1964 prohibits Government servants from accepting gifts from any firm or person having official dealings with them without prior Government sanction.

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In light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

37. Under Rule 14 of the CCS (Conduct) Rules, 1964, a Government servant shall NOT receive any complimentary address or accept any testimonial or attend any meeting held in his honour without:
(A) Previous sanction of the Government
(B) Verbal approval of subordinate staff
(C) Permission of the local Press Club
(D) A resolution passed by the Resident Welfare Association

38. Which of the following is an exception under Rule 14 of the CCS (Conduct) Rules, 1964 where prior sanction is NOT required for attending a farewell function?
(A) A lavish farewell dinner party organized and financed by a commercial government contractor actively bidding for school tenders
(B) A political campaign rally organized by a local municipal councillor specifically to publicly honour the retiring government officer
(C) A commercial product launch and promotional marketing event organized by a private corporate firm operating in the region
(D) A simple, inexpensive farewell function organized on retirement or transfer

39. Under Rule 15(1) of the CCS (Conduct) Rules, 1964, no Government servant shall, except with the previous sanction of the Government, engage directly or indirectly in:
(A) Organizing or participating in purely unpaid voluntary blood donation camps
(B) Any trade, business, or other employment
(C) Maintaining personal academic research notes for routine classroom teaching
(D) Casting a secret ballot in municipal or legislative assembly elections

40. A PGT (Physics) working in a Delhi Government school runs a commercial coaching center in the evenings and collects monthly tuition fees from school students. Under Rule 15 of the CCS (Conduct) Rules, 1964, how is this conduct classified and handled?
(A) It is legally permissible provided the commercial coaching center operates exclusively outside official school working hours
(B) It is administratively allowed provided ten percent of tuition fees collected is deposited into the school development fund
(C) It violates Rule 15 prohibiting private trade, attracting disciplinary action
(D) It is acceptable provided formal verbal approval is granted by the local School Management Committee Chairperson in advance

41. Under Rule 15(2) of the CCS (Conduct) Rules, 1964, a Government servant may, without previous sanction of the Government, undertake which of the following activities?
(A) Operating a licensed commercial insurance agency registered directly under the name of the Government servant
(B) Actively managing and supervising a private commercial passenger transport business operating in the city
(C) Holding an elective executive office on the governing board of a commercial stock exchange or financial firm
(D) Honorary social, charitable, or casual literary work not affecting official duties

42. What is the obligation of a Government servant under Rule 15(3) of the CCS (Conduct) Rules, 1964 if he undertakes honorary or casual literary/artistic work and receives a fee or remuneration?
(A) Report and obtain sanction if required under rules
(B) He is entitled to retain unlimited cash fees without giving any prior or post-facto intimation to any administrative authority
(C) He is statutorily mandated to distribute fifty percent of the total fee received among needy school students as scholarships
(D) He must surrender his entire monthly government salary to the public treasury for the specific month in which fee was earned

43. Under Rule 15-A of the CCS (Conduct) Rules, 1964, a Government servant who has been allotted Government accommodation shall NOT:
(A) Reside in the allotted quarter along with his legally recognized dependent family members

MCQGPT

(B) Sub-let, lease, or permit unauthorized occupation of quarters
(C) Maintain hygienic cleanliness, proper structural order, and safety within the residential premises
(D) Pay the standard prescribed monthly license fees regularly to the Directorate of Estates or Housing Department

44. Consider the following activities under Rule 16 (Investment, Lending, and Borrowing) of the CCS (Conduct) Rules, 1964:
I. Speculation in stock, shares, or other investments.
II. Habitual or frequent purchasing and selling of shares or securities.
III. Borrowing money from a personal friend who has no official dealings with the Government servant, purely for emergency medical expenses.
Which of the above activities are PROHIBITED under Rule 16?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

45. Under Rule 16(1) of the CCS (Conduct) Rules, 1964, what constitutes "speculation" in stocks or shares?
(A) Frequent buying or selling of shares or securities
(B) Long-term investment in government sovereign bonds held continuously for over ten years
(C) Regular monthly contributions towards the General Provident Fund (GPF) or National Pension System
(D) Purchasing fixed deposit receipts and savings certificates issued by nationalized commercial banks

46. Under Rule 16(4) of the CCS (Conduct) Rules, 1964, a Government servant shall NOT, save in the ordinary course of business with a bank or a firm of standing, lend or borrow money from whom?
(A) Any non-dependent close relative who permanently resides in a foreign sovereign country
(B) The Reserve Bank of India or any statutory financial regulator operating in the country
(C) Persons within local authority or having official dealings
(D) A public sector life insurance corporation or statutory public financial enterprise

47. Under Rule 17 of the CCS (Conduct) Rules, 1964, a Government servant shall so manage his private affairs as to avoid:
(A) Opening bank accounts in nationalized banks
(B) Taking home loans from public financial institutions
(C) Investing in post office savings schemes
(D) Habitual indebtedness or insolvency

48. If a Government servant is prosecuted for insolvency or legal proceedings are instituted against him for recovery of debt, what is his statutory obligation under Rule 17 of the CCS (Conduct) Rules, 1964?
(A) He must resign immediately from government service
(B) He must request the court to transfer his liability to the Directorate of Education
(C) He must report the full legal facts to the prescribed authority immediately
(D) He must conceal the matter until judgment is pronounced

49. Under Rule 18(1)(i) of the CCS (Conduct) Rules, 1964, every Government servant belonging to Group 'A' and Group 'B' must submit an Annual Immovable Property Return (IPR) by which date every year?
(A) 31st March
(B) 30th June
(C) 31st January
(D) 31st December

50. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A Government servant must obtain prior sanction or give prior intimation to the prescribed authority before acquiring or disposing of any immovable property.
Reason R: Rule 18(2) of the CCS (Conduct) Rules, 1964 mandates prior knowledge or permission for transactions in immovable property to prevent corruption and illegal enrichment.
In light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A

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(C) A is true but R is false
(D) A is false but R is true

51. Under Rule 18(3) of the CCS (Conduct) Rules, 1964, a Government servant must intimate the prescribed authority within 1 month of entering into a transaction regarding movable property if the value of such property exceeds:
(A) Two months' basic pay
(B) One month's basic pay of the Government servant
(C) A fixed monetary limit of Rs. 10,000 flat across all employee pay levels
(D) A fixed monetary limit of Rs. 5,000 flat across all employee pay levels

52. Which of the following items is included under the definition of "movable property" for the purpose of Rule 18 of the CCS (Conduct) Rules, 1964?
(A) Agricultural land holdings and rural ancestral properties
(B) Residential flats, urban plots, and commercial buildings
(C) Shares, securities, vehicles, and jewelry
(D) Standard government office stationery and official furniture

53. Under Rule 18-A of the CCS (Conduct) Rules, 1964, what special restriction applies to a Government servant regarding acquisition or disposal of immovable property situated outside India?
(A) Prior sanction of the prescribed authority is mandatory
(B) No restriction applies if paid in Indian Rupees
(C) Oral permission from local Municipal Corporation is sufficient
(D) Notification in local Indian newspapers is mandatory within 7 days

54. A Vice-Principal intends to sell his personal motor car valued at Rs. 4,50,000 to a private individual who has no official dealings with his school. His basic pay is Rs. 80,000 per month. Under Rule 18(3) of the CCS (Conduct) Rules, 1964, what procedure must he follow?
(A) He must apply for and obtain prior sanction from the Ministry of Home Affairs before transferring the vehicle title
(B) No intimation is required under conduct rules because personal motor vehicles are completely exempt from property return requirements
(C) He must surrender ten percent of the total sale proceeds to the government public treasury as an administrative surcharge
(D) Intimate transaction within 1 month as value exceeds two months' basic pay

55. Under Rule 19(1) of the CCS (Conduct) Rules, 1964, can a Government servant resort to any court or to the press for the vindication of any official act which has been the subject of adverse criticism or an attack of a defamatory character?
(A) Yes, freely without any permission or report
(B) No, except with the previous sanction of the Government
(C) Yes, provided he hires a private lawyer at government expense
(D) No, vindication of official acts is completely barred under all circumstances

MCQGPT

56. Under Rule 19(2) of the CCS (Conduct) Rules, 1964, does a Government servant require sanction to vindicate his private character or any act done by him in his private capacity?
(A) Yes, prior written sanction of the President of India must be obtained before filing any civil or criminal lawsuit
(B) Yes, prior written sanction of the Comptroller and Auditor General of India is required in all such personal cases
(C) No sanction is needed, but a report must be submitted
(D) He is strictly barred under service rules from defending his personal character or reputation in any civil court

57. Under Rule 20 of the CCS (Conduct) Rules, 1964, what is the rule regarding canvassing of non-official or outside influence?
(A) Government servants may freely approach elected Members of Parliament to request intervention in administrative transfer orders
(B) Canvassing outside political influence is permissible provided it relates exclusively to pending career promotion representation cases
(C) Outside political influence can be legitimately deployed if formally endorsed and approved by recognized staff welfare associations
(D) No servant shall bring political/outside influence for service matters

58. Consider the following statements regarding Rule 21 (Bigamous Marriages) under the CCS (Conduct) Rules, 1964:
I. No Government servant shall enter into, or contract, a marriage with a person having a spouse living.
II. No Government servant, having a spouse living, shall enter into, or contract, a marriage with any person.
III. The Government may permit a Government servant to enter into any such marriage if it is satisfied that such marriage is permissible under the personal law applicable to such person and the other party.
IV. Exemption under Rule 21 can be granted by the Head of School (Principal) independently.
Which of the statements given above are CORRECT?
(A) I, II and III only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

59. Under Rule 22 of the CCS (Conduct) Rules, 1964, a Government servant shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be. Which of the following is ALSO explicitly mandated?
(A) He is prohibited from consuming any intoxicating drinks even in moderation during official administrative committee meetings
(B) Not be under influence of intoxicating drinks or drugs on duty
(C) He is permitted to consume alcohol in designated public places provided he is off duty and not wearing official uniform
(D) He may appear in public venues in a state of intoxication during sanctioned casual leave or official gazetted holidays

60. Under Rule 22(d) of the CCS (Conduct) Rules, 1964, a Government servant shall NOT appear in a public place in a state of:
(A) Physical exhaustion
(B) Intoxication
(C) Financial distress
(D) Severe emotional anxiety

61. Under Rule 22-A of the CCS (Conduct) Rules, 1964, no Government servant shall employ to work any child below the age of:
(A) 12 years
(B) 14 years
(C) 16 years
(D) 18 years

62. Does a probationer appointed to a civil post under the Directorate of Education, GNCTD fall under the full disciplinary jurisdiction of the CCS (Conduct) Rules, 1964?
(A) No, probationers are governed only by internal school rules
(B) No, conduct rules apply only after formal confirmation in service
(C) Yes, the conduct rules apply equally to probationers from the date of joining service
(D) Conduct rules apply to probationers only if they receive a special notice from the Governor

63. What is the immediate direct administrative consequence if a Government servant is found guilty of violating any provision of the CCS (Conduct) Rules, 1964?
(A) Immediate and automatic cancellation of all professional educational degrees awarded by recognized universities
(B) Summary administrative transfer of service to operational battalions of the Central Reserve Police Force
(C) Permanently deducting fifty percent of accrued General Provident Fund balance without conducting any formal inquiry
(D) Initiation of disciplinary proceedings under CCS (CCA) Rules, 1965

64. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A Government school teacher who engages in canvassing outside political influence for a choice transfer violates Rule 20 of the CCS (Conduct) Rules, 1964.
Reason R: Bringing political or outside influence to further service-related interests undermines merit-based administrative hierarchy and constitutes misconduct under Rule 3.
In light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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65. Under Rule 3(1)(ii) of the CCS (Conduct) Rules, 1964, "devotion to duty" implies that a Government servant must:
(A) Perform duties strictly during designated classroom instruction hours while ignoring all other assigned institutional duties
(B) Maintain utmost diligence, efficiency, and faithfulness in official duties
(C) Delegate all institutional administrative and record-keeping responsibilities entirely to temporary guest faculty members
(D) Give administrative priority to personal commercial business ventures over routine government school administration

66. When a Government servant is convicted by a criminal court for an offense involving moral turpitude, what is his primary obligation under the service conduct guidelines?
(A) To conceal the criminal conviction judgment from administrative authorities until his appeal is finally decided by the High Court
(B) To submit a formal application for three years of extraordinary study leave retroactively to cover the conviction period
(C) To submit a written representation requesting the Head of School to destroy or alter his official service book records
(D) To inform his superior and department immediately of conviction

67. Under Rule 3-B of the CCS (Conduct) Rules, 1964, every Government servant is required to observe Government policies regarding:
(A) Observe policies on marriage age, environment, wildlife, and women's safety
(B) Policies promoting growth and commercial expansion of private coaching centers across urban educational hubs
(C) Policy guidelines encouraging private corporate real estate investments on government school land premises
(D) Guidelines concerning personal political party candidate selection for municipal or parliamentary elections

68. A Principal of a Delhi Government school receives a formal written complaint from a female teacher alleging that the Vice-Principal made unwelcome sexual remarks and demanded sexual favours. Under Rule 3-C of the CCS (Conduct) Rules, 1964 read with POSH provisions, what is the Principal mandated to do?
(A) Summary dismissal of the written complaint as an internal interpersonal dispute between staff members without creating official records
(B) Issue administrative directions to the female teacher instructing her to proceed on fifteen days of casual leave immediately
(C) Forward the complaint immediately to the Internal Complaints Committee (ICC)
(D) Informally reassign the Vice-Principal to another school shift or branch without instituting any preliminary inquiry

MCQGPT

69. Which of the following acts by a school administrator is explicitly barred under Rule 3(2-A) of the CCS (Conduct) Rules, 1964?
(A) Using government property for private or unauthorized non-official purposes
(B) Maintaining official inventory stock registers and asset audits for institutional furniture and office equipment
(C) Organizing and conducting annual official intra-school sports meets and athletic competitions for registered students
(D) Standard operational usage of office desktop computers for routine official e-governance administrative data entry

70. Under Rule 5 of the CCS (Conduct) Rules, 1964, if any question arises whether a particular activity or organization falls within the scope of political activity or party politics, who holds the final authority to decide the issue?
(A) The local Police Commissioner
(B) The High Court of Delhi
(C) The local Parents-Teachers Association President
(D) The Central Government

71. Can a Government school teacher write a purely technical textbook on "Pedagogical Measurement and Evaluation" for use in schools and receive royalties without prior sanction under Rule 15(2)?
(A) No, writing or publishing any book or academic paper is completely banned under service rules under all circumstances
(B) Yes, undertaking casual literary/academic work is allowed without prior sanction
(C) Yes, provided fifty percent of all accrued commercial royalty payments are credited directly to the political party in power
(D) No, publishing academic textbooks is prohibited unless specifically approved in writing by the Election Commission of India

72. Consider the following scenarios involving Government servants under the CCS (Conduct) Rules, 1964:
I. A teacher participating as an unpaid office bearer in a purely literary or cultural society registered under the Societies Registration Act.
II. A Principal accepting a commercial dealership for selling stationery items to school students.
III. A Vice-Principal operating a private real estate consultancy firm in his spouse's name while actively managing its transactions.
Which of the above scenarios violate Rule 15 (Private Trade or Employment)?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

73. Which of the following is considered "misconduct" under Rule 3 of the CCS (Conduct) Rules, 1964?
(A) Formally submitting a casual leave application well in advance before proceeding on leave
(B) Wearing clean, neat formal attire while performing routine teaching duty inside school premises
(C) Maintaining daily student attendance registers and official progress reports meticulously
(D) Habitual late attendance and early departure without permission

74. Under Rule 16(2) of the CCS (Conduct) Rules, 1964, no Government servant shall make, or permit any member of his family to make, any investment which is likely to:
(A) Embarrass or influence him in official duties
(B) Earn safe fixed interest income from official Post Office Savings Accounts
(C) Provide long-term statutory retirement pension coverage for family dependents
(D) Generate index-linked financial returns guaranteed under parliamentary acts

75. Under Rule 18(2) of the CCS (Conduct) Rules, 1964, if a Government servant enters into a transaction for acquisition of immovable property with a person having official dealings with him, what is required?
(A) Post-facto intimation within 6 months is sufficient
(B) Prior sanction of the prescribed authority is mandatory
(C) Verbal permission from the school PTA is sufficient
(D) No permission is needed if the purchase is made through a bank loan

76. In the context of Rule 18 of the CCS (Conduct) Rules, 1964, what happens if a Government servant fails to submit his Annual Immovable Property Return (IPR) within the prescribed time limit (31st January)?
(A) Summary administrative dismissal from service without issuing show-cause notice or holding inquiry
(B) Vigilance clearance is withheld, impacting promotion and empanelment
(C) Statutory reduction of basic pay to the lowest stage in the pay matrix scale on a permanent basis
(D) Mandatory administrative transfer to another Union Ministry or Department within twenty-four hours

77. Which of the following is an INCORRECT statement regarding Rule 13 (Gifts) of the CCS (Conduct) Rules, 1964?
(A) Casual social hospitality extended by personal friends is treated as a sanctionable gift
(B) A Government servant must not accept gifts from commercial firms having official dealings with his department without sanction
(C) On solemn occasions, higher monetary thresholds apply for accepting gifts from near relatives
(D) Group 'C' employees have lower reporting thresholds for gifts than Group 'A' officers

78. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A Government servant is prohibited from participating in any betting, gambling, or lotteries organized for commercial profit.
Reason R: Rule 16 and general conduct expectations under Rule 3 require a Government servant to avoid activities that lead to insolvency, loss of integrity, or public disrepute.
In light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the

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correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

79. Under Rule 12 of the CCS (Conduct) Rules, 1964, can a Principal collect cash donations from local businessmen to buy television sets for school classrooms without prior administrative sanction?
(A) Yes, provided the collected funds are utilized exclusively for educational infrastructure and student welfare in public schools
(B) Yes, provided prior informal approval is granted by the governing body of the local Resident Welfare Association in writing
(C) Yes, provided the total cumulative subscription collection amount does not exceed fifty thousand rupees in a financial year
(D) No, raising funds without prior sanction is prohibited under Rule 12

80. What is the status of a Government servant who acts as an agent for a private life insurance company or multi-level marketing scheme under Rule 15 of the CCS (Conduct) Rules, 1964?
(A) Fully permissible under conduct guidelines provided all commercial sales activities are conducted exclusively on Sundays
(B) Permitted under administrative rules provided five percent of net sales proceeds are donated to the school welfare fund
(C) Prohibited as it constitutes private trade or agency business
(D) Permissible provided formal verbal consent is granted in advance by the Vice-Principal of the educational institution

81. Under Rule 11 of the CCS (Conduct) Rules, 1964, if a school staff member leaks confidential Board Examination question papers, which fundamental duty under Rule 3 is ALSO breached simultaneously?
(A) Statutory obligation to actively promote private commercial trade and retail business
(B) Duty to maintain absolute integrity and devotion to duty
(C) General duty to organize and participate in public political rallies and demonstrations
(D) Mandatory duty to collect public subscriptions and charitable donations for local welfare

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82. A Vice-Principal accepts a free luxury vacation package funded by an IT software vendor who is currently competing for a computer lab setup contract in the school. Under Rule 13 of the CCS (Conduct) Rules, 1964, how is this offer classified?
(A) Allowed as routine commercial hospitality provided no explicit contractual promise is made in exchange
(B) Permissible under conduct rules provided the foreign vacation trip is undertaken during sanctioned earned leave
(C) Allowed provided the Vice-Principal submits an official academic study tour report upon returning to duty
(D) Prohibited gift and pecuniary advantage constituting misconduct

83. Which rule of the CCS (Conduct) Rules, 1964 specifically addresses "Consumption of intoxicating drinks and drugs"?
(A) Rule 15
(B) Rule 18
(C) Rule 21
(D) Rule 22

84. Which rule of the CCS (Conduct) Rules, 1964 addresses "Employment of children below 14 years of age"?
(A) Rule 13-A
(B) Rule 18-A
(C) Rule 22-A
(D) Rule 23

85. Under Rule 17 of the CCS (Conduct) Rules, 1964, when a Government servant finds himself in habitual indebtedness or insolvency, what presumption may be drawn by the administration if he fails to manage his affairs properly?
(A) Failure to manage private affairs, violating conduct rules
(B) That he has maintained exceptionally high standards of personal financial prudence and operational efficiency
(C) That he is legally entitled to draw double monthly compensatory risk allowance from the public treasury
(D) That he should be granted summary exemption from submitting annual immovable property returns in future

86. Consider the following pairs of Rule and Subject Matter under the CCS (Conduct) Rules, 1964:
I. Rule 5 — Taking part in politics and

elections
II. Rule 7 — Demonstrations and strikes
III. Rule 13-A — Dowry
IV. Rule 21 — Bigamous marriages
Which of the pairs given above are CORRECTLY matched?
(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

87. Which of the following pairs under the CCS (Conduct) Rules, 1964 is INCORRECTLY matched?
(A) Rule 6 — Joining of associations prejudicial to sovereignty of India
(B) Rule 9 — Criticism of Government
(C) Rule 15 — Private trade or employment
(D) Rule 20 — Acceptance of lavish gifts from relatives

88. Under Rule 18(4) of the CCS (Conduct) Rules, 1964, the Government or prescribed authority may at any time, by general or special order, require a Government servant to submit a full and complete statement of:
(A) Detailed weekly logbooks containing daily classroom teaching lesson plans and pedagogical strategies
(B) Written essays expressing his personal political opinions regarding ongoing national parliamentary elections
(C) All movable or immovable property held by him or his family
(D) Complete nominal directory of personal friends and acquaintances residing in his local residential neighbourhood

89. If a Government servant purchases movable property worth Rs. 3,50,000 and his basic pay is Rs. 1,00,000 per month, what is the mandatory requirement under Rule 18(3) of the CCS (Conduct) Rules, 1964?
(A) Prior formal approval must be applied for and obtained directly from the Registrar General of the Supreme Court of India
(B) No administrative action or reporting is required because the employee's basic pay scale is well above fifty thousand rupees
(C) Post-transaction intimation is required to be submitted to the administrative authority only after completing five years of purchase
(D) Intimate authority within 1 month as value exceeds 2 months' pay

90. Can a Government servant accept an invitation to act as an arbitrator in a private commercial dispute between two private companies for a financial fee under Rule 15 of the CCS (Conduct) Rules, 1964?
(A) No, except with previous Government sanction
(B) Yes, freely without obtaining prior permission or submitting any official report to administrative superiors
(C) Yes, provided all arbitration proceedings and hearings are conducted exclusively on gazetted public holidays
(D) Yes, provided all commercial arbitration fees and honorariums are paid exclusively through online digital channels

91. Under Rule 3(1)(vi) of the CCS (Conduct) Rules, 1964, every Government servant shall maintain high ethical standards, honesty, and:
(A) Political partiality
(B) Integrity and impartiality
(C) Commercial aggressiveness and profit motives
(D) Secretive governance

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92. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A Government servant who joins a strike organized by a teacher federation commits a violation of service rules.
Reason R: Rule 7 of the CCS (Conduct) Rules, 1964 explicitly prohibits Government servants from engaging in or abetting any form of strike in connection with service matters.
In light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

93. Under Rule 3(1)(ix) of the CCS (Conduct) Rules, 1964, every Government servant shall manage his official duties with efficiency, fairness, and:
(A) Transparency
(B) Nepotism
(C) Opacity
(D) Arbitrariness

94. What is the rule regarding a Government servant holding elective office in a sports body or cooperative society under Rule 15(2) of the CCS (Conduct) Rules, 1964?
(A) Holding elective office in any non-governmental sports body or cooperative society is strictly prohibited under all circumstances
(B) He may hold elective executive office only if he receives a regular fixed monthly commercial salary or stipend from that body
(C) Allowed if authorized by order and official duties do not suffer
(D) Prior formal sanction of the President of India is statutorily mandatory even for joining local primary cooperative societies

95. If a Government servant's spouse contracts a second marriage while the first marriage is subsisting, and the employee claims exemption under Rule 21 of the CCS (Conduct) Rules, 1964, who has the legal authority to grant such exemption?
(A) The Head of School (Principal) acting as the local administrative confirmative authority
(B) The local Municipal Corporation Commissioner exercising statutory civil registration powers
(C) The Station House Officer of the local Police Station having jurisdiction over the residential area
(D) Central Government, if permissible under personal law with valid grounds

96. An Assistant Teacher in a government school continuously posts comments on social media platforms criticizing educational policies and using abusive language against senior officers. Under which specific rule of the CCS (Conduct) Rules, 1964 can disciplinary action be taken against this teacher?
(A) Rule 9 (Criticism of Government) and Rule 3
(B) Rule 13-A (Prohibition on giving, taking, or demanding dowry)
(C) Rule 16 (Restrictions on speculative investment, lending, and borrowing)
(D) Rule 22-A (Prohibition on employment of children below 14 years)

97. Under Rule 19 of the CCS (Conduct) Rules, 1964, if a Government servant is granted sanction to institute legal proceedings in a court of law to vindicate his official conduct, who bears the legal expenses initially unless otherwise ordered?
(A) The administrative department or Directorate of Education pays one hundred percent non-refundable advance legal fees
(B) The Government servant himself, subject to reimbursement if exonerated
(C) The cumulative operational funds maintained by the local Parents-Teachers Association of the concerned school
(D) All legal expenses and advocate fees are disbursed directly by the Ministry of Finance from Union funds

98. Rule 18(5) of the CCS (Conduct) Rules, 1964 empowers the Government to demand a statement of property from a Government servant. Does "family" for the purpose of Rule 18 include a spouse dependent on the Government servant or residing with him?
(A) No, the statutory definition of family under property rules includes exclusively minor dependent children
(B) No, the personal property of a spouse is completely outside the scope and purview of government service conduct rules
(C) No, family is strictly defined as comprising only the employee himself and his surviving elderly dependent parents
(D) Yes, spouse, children, and dependent blood or marriage relatives

99. Which of the following is NOT an essential requirement under Rule 3(1) of the CCS (Conduct) Rules, 1964?
(A) Becoming an active political party officer
(B) Maintaining absolute integrity and honesty in all official dealings
(C) Maintaining utmost devotion to duty in discharge of official work
(D) Refraining from doing anything unbecoming of a Government servant

100. Consider the following provisions regarding communication with media under Rule 8 and 9 of the CCS (Conduct) Rules, 1964:
I. Giving factual information of a purely academic or scientific nature in a seminar is permissible.
II. Airing views on radio or TV that criticize the official policy of the Government is a violation of Rule 9.
III. Publishing a political column in a daily newspaper without prior sanction is

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permissible under Rule 8.

Which of the above statements are CORRECT?

(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

101. What action must a Government servant take if he receives a gift from a foreign dignitary during an official foreign delegation visit under the relevant gift acceptance rules?

(A) Report receipt to Toshakhana or External Affairs Ministry for valuation
(B) Retain the gift permanently for personal use without giving any administrative intimation if market value is unknown
(C) Sell the gift immediately in the open commercial market upon returning to India and keep the cash proceeds
(D) Destroy the received gift item immediately upon returning to India to avoid potential conflict of interest

102. Under Rule 16(3) of the CCS (Conduct) Rules, 1964, a Government servant may make a temporary loan to or borrow a small amount free of interest from whom?

(A) A commercial vendor or supplier actively doing business with his official department
(B) An independent government contractor whose tender bids are directly evaluated by him
(C) An unknown commercial moneylender operating private financial operations without license
(D) A personal friend or relative, as a casual interest-free transaction

103. Does a Government servant who fails to clear his personal debts resulting in a civil court attachment of his salary violate Rule 17 of the CCS (Conduct) Rules, 1964?

(A) No, salary attachment by a civil court order is treated as a routine legal recovery procedure carrying no conduct implications
(B) Yes, salary attachment indicates habitual indebtedness violating Rule 17
(C) No, provided he manages to secure fresh commercial bank loans to clear all old outstanding liabilities before court attachment
(D) Yes, but misconduct provisions are attracted only if the civil court salary attachment order exceeds ninety percent of basic pay

104. Which rule of the CCS (Conduct) Rules, 1964 explicitly prohibits a Government servant from subletting Government accommodation?

(A) Rule 12
(B) Rule 15-A
(C) Rule 18-A
(D) Rule 20

105. Under Rule 3(2)(i) of the CCS (Conduct) Rules, 1964, no Government servant shall, in the performance of official duties or in the exercise of powers conferred on him, act otherwise than in accordance with his best judgment, except when he is acting under the direction of:

(A) A private commercial consultant
(B) A local municipal politician
(C) A trade union leader
(D) His official superior

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106. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.

Assertion A: A Government servant who takes an active part in managing a private commercial coaching institute in the evenings is liable for major penalty under disciplinary rules.

Reason R: Rule 15 of the CCS (Conduct) Rules, 1964 strictly prohibits engaging in any private trade, business, or commercial employment without prior Government sanction.

In light of the above statements, choose the correct answer from the options given below:

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

107. Which of the following is an exception to the requirement of prior sanction under Rule 15 of the CCS (Conduct) Rules, 1964 for taking part in corporate management?

(A) Actively running and operating a private commercial import-export trading company
(B) Non-profit co-operative society management under prescribed conditions
(C) Managing and directing operations of a commercial private recognized English-medium school
(D) Managing daily commercial operations of a private passenger transport business

108. Under Rule 3(1)(iv) of the CCS (Conduct) Rules, 1964, every Government servant shall maintain high standards of integrity and:
(A) Confidentiality of official misconduct
(B) Accountability and transparency
(C) Political alignment
(D) Personal enrichment

109. What is the prescribed time limit for submitting the Annual Immovable Property Return (IPR) under Rule 18(1)(i) of the CCS (Conduct) Rules, 1964 for Group 'A' and Group 'B' officers?
(A) Within thirty days of the close of the financial year ending on thirtieth April
(B) By 31st January of the following year
(C) By thirty-first August of the concerned calendar year without exception
(D) By fifteenth October of the financial year following asset acquisition

110. A Vice-Principal applies for a bank loan to build a residential house. During the processing, he receives a financial loan of Rs. 10,00,000 from a government contractor whose bills he approves in school. Under Rule 16(4) of the CCS (Conduct) Rules, 1964, how is this loan viewed?
(A) Legally permissible under service rules because the financial loan is taken strictly for constructing personal residential housing
(B) Permissible under conduct rules provided proper interest is calculated and paid regularly at prevailing commercial bank rates
(C) Misconduct, as borrowing from official contacts is prohibited
(D) Fully allowed provided he submits a formal written notification to the executive body of the Vice-Principal's staff association

111. Which rule of the CCS (Conduct) Rules, 1964 deals with "Canvassing of non-official or other outside influence"?
(A) Rule 18
(B) Rule 19
(C) Rule 20
(D) Rule 21

112. Under Rule 3-C of the CCS (Conduct) Rules, 1964, who must head the Internal Complaints Committee (ICC) constituted in an office or educational institution for handling sexual harassment complaints?
(A) The Head of Department or administrative in-charge, irrespective of whether he is male
(B) An elected representative or designated officer belonging to the local ruling political party
(C) Senior female employee working at that workplace
(D) A junior office clerk or administrative assistant nominated directly by the school Principal

113. Under Rule 13 of the CCS (Conduct) Rules, 1964, if a gift is received from a personal friend having no official dealings with the Government servant, but the value exceeds the prescribed limit, what must the Government servant do?
(A) Promptly return the gift item to the sender immediately without creating or keeping any official record
(B) Report the receipt to the Government or authority
(C) Pay fifty percent custom import duty directly to the local post office or customs revenue department
(D) Hand over the physical gift item permanently to the school Vice-Principal for institutional usage

114. Consider the following statements regarding the applicability of CCS (Conduct) Rules, 1964:
I. They apply to all civil servants paid from Union Estimates.
II. They apply to teachers working in Directorate of Education, GNCTD schools.
III. They do not apply to officers of the All India Services.
IV. They apply to railway employees directly governed by Railway Conduct Rules.
Which of the statements given above are CORRECT?
(A) I, II and III only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

115. Can a Government servant accept a pure literary award cash prize from an independent non-governmental cultural academy without violating Rule 13/15 of the CCS (Conduct) Rules, 1964?
(A) Permissible for genuine achievements, subject to reporting rules
(B) No, all cash awards, monetary prizes, and honors are completely banned under service conduct guidelines under all circumstances
(C) Yes, provided prior written clearance and approval is formally granted by the Station

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House Officer of the local Police Station
(D) No, all monetary cash prizes received from non-governmental sources must be deposited into the Central Civil Pension Fund

116. Under Rule 18(2) of the CCS (Conduct) Rules, 1964, "acquisition" or "disposal" of immovable property includes transactions done by way of:
(A) Classroom seating allotment procedures and student roll calls
(B) Submitting routine casual or earned leave applications in office
(C) Purchase, sale, mortgage, lease, or gift
(D) Official transfer and maintenance of academic student records

117. What is the consequence if a Government servant acquires immovable property without giving prior intimation or obtaining prior sanction under Rule 18(2) of the CCS (Conduct) Rules, 1964?
(A) Liable for disciplinary action for breach of conduct rules
(B) He is granted an automatic administrative extension of service beyond statutory retirement age
(C) The acquired immovable property is automatically registered in the official name of the Head of School
(D) He is required to pay a monetary fine to the executive committee of the local Resident Welfare Association

118. Under Rule 22(c) of the CCS (Conduct) Rules, 1964, a Government servant shall NOT consume any intoxicating drink or drug in a public place. What is defined as a "public place" for this purpose?
(A) Restricted strictly to licensed government alcohol vends and municipal liquor outlets operating in commercial markets
(B) Restricted strictly to the Principal's private administrative office room located within government school premises
(C) Personal private residential bedroom or private family living space located inside government staff residential quarters
(D) Any place or venue to which the public has access

119. Under Rule 15(4) of the CCS (Conduct) Rules, 1964, every Government servant shall report to the Government if any member of his family is engaged in:
(A) Pursuing higher postgraduate university education programs in natural or applied sciences
(B) Engaging in trade, business, or managing commercial enterprises
(C) Participating and competing in competitive sports tournaments at state or national levels
(D) Casting a ballot as a registered voter in local democratic panchayat or municipal elections

120. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A Government school Principal cannot grant permission to a private commercial coaching academy to hold marketing sessions inside school premises during official hours.
Reason R: Rule 3 and Rule 3(2-A) of the CCS (Conduct) Rules, 1964 require that government property and official positions must not be used for private commercial benefit or unauthorized non-official purposes.
In light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

121. Under Rule 3(1)(x) of the CCS (Conduct) Rules, 1964, a Government servant must act in accordance with the principles of:
(A) Commercial profit maximization
(B) Arbitrary administrative discretion
(C) Absolute secrecy against official audit
(D) Natural justice and fairness

122. Under Rule 13(2) of the CCS (Conduct) Rules, 1964, on occasions such as weddings, anniversaries, funerals, or religious functions, when the making of a gift is in conformity with prevailing religious or social practice, a Government servant may accept gifts from:
(A) Near relatives or personal friends without official dealings
(B) Unknown commercial government contractors actively bidding for departmental procurement tenders
(C) Foreign commercial vendors submitting tender bids for major infrastructure projects of the Union

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(D) Executive political campaign managers organizing local legislative assembly or parliamentary elections

123. Under Rule 18(1) of the CCS (Conduct) Rules, 1964, when a person enters Government service for the first time, he must submit a return of his assets and liabilities within what timeframe?
(A) Within 3 months of joining service or upon appointment
(B) Within five years of completing probation and receiving formal service confirmation
(C) Exclusively at the time of final superannuation or voluntary retirement from service
(D) Mandatory requirement prior to appearing for the competitive recruitment interview

124. A Government school teacher, who is also the Treasurer of a private registered cooperative housing society, fails to submit annual audited accounts of the society, resulting in financial fraud allegations against him. Does this affect his government service under Rule 3 and Rule 15 of the CCS (Conduct) Rules, 1964?
(A) No, personal activities in private registered cooperative societies are completely immune from government service conduct rules
(B) Yes, financial irregularities reflect on integrity under Rule 3
(C) No, conduct rules apply exclusively to classroom instruction duties and usage of school blackboards and physical property
(D) Yes, but administrative misconduct proceedings are attracted only if financial fraud loss exceeds ten crore rupees

125. Under Rule 21(2) of the CCS (Conduct) Rules, 1964, a Government servant who seeks to contract a second marriage under personal law must prove to the satisfaction of the Government that:
(A) Marriage is allowed under personal law with valid grounds
(B) He possesses sufficient monthly salary and financial assets to support two separate dependent families comfortably
(C) He has obtained informal verbal consent and approval from the Head of Department prior to contracting the marriage
(D) He has acquired and registered a new residential property for the second spouse in compliance with Rule 18 property rules

126. Under Rule 3(1)(viii) of the CCS (Conduct) Rules, 1964, every Government servant shall maintain:
(A) Absolute political commitment and ideological loyalty to the ruling political party in power
(B) Complete secrecy and non-disclosure regarding operational records from internal audit authorities
(C) Equal respect for all religions and political neutrality
(D) Informal administrative control over government procurement tenders and commercial contracts

127. Which of the following activities requires PREVIOUS SANCTION of the prescribed authority under Rule 15 of the CCS (Conduct) Rules, 1964?
(A) Undertaking honorary work of a social or charitable nature
(B) Undertaking casual literary work
(C) Participating in sports activities organized by Central Civil Services Cultural Board
(D) Holding an elective office in any commercial enterprise or private company

128. Consider the following statements regarding Rule 18(3) (Movable Property Transactions) of the CCS (Conduct) Rules, 1964:
I. Transactions in movable property exceeding two months' basic pay require intimation.
II. Intimation must be submitted within one month of the transaction.
III. Prior sanction is mandatory for all movable property transactions regardless of value.
Which of the statements given above are CORRECT?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

129. If a Government servant receives a gift from a foreign official while on an official visit abroad, what is the statutory monetary limit (under Toshakhana rules read with Rule 13 of the CCS (Conduct) Rules, 1964) up to which he may retain the gift without paying differential cost?
(A) A maximum fixed monetary value of Rs. 1,000 across all international delegations
(B) A maximum fixed monetary value of Rs. 5,000 across all international delegations
(C) As prescribed in prevailing Toshakhana

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guidelines
(D) A maximum fixed monetary value of Rs. 50,000 across all international delegations

130. Under Rule 11 of the CCS (Conduct) Rules, 1964, can a Government servant provide internal official departmental files to a private citizen outside the provisions of the RTI Act or official authorization?
(A) Yes, provided the official departmental files are shared purely for public welfare without charging any copying fee
(B) Yes, provided a formal verbal request is made by a local political party worker or elected municipal representative
(C) Yes, provided the contents of the official file relate strictly to public educational infrastructure and development works
(D) No, unauthorized communication of official documents is prohibited

131. Under Rule 3(1)(vii) of the CCS (Conduct) Rules, 1964, every Government servant shall refrain from taking any decision in order to derive financial or material benefits for:
(A) Himself, his family, or his friends
(B) The sovereign Government of the Union of India
(C) Registered public school students across the state
(D) Consolidated public funds in the Government treasury

132. What is the restriction under Rule 16(1) of the CCS (Conduct) Rules, 1964 regarding day-trading in the stock market by a Government servant?
(A) Permissible provided all day-trading stock transactions are executed using personal mobile phones strictly during lunch breaks
(B) Permissible provided total net daily capital gains earned from intra-day stock market trading remain below ten thousand rupees
(C) Strictly prohibited as frequent share trading constitutes speculation
(D) Permissible provided standard five percent tax on short-term capital gains is automatically deducted at source by the broker

133. Under Rule 14 of the CCS (Conduct) Rules, 1964, receiving a monetary testimonial or gift from public funds on retirement requires prior sanction except when:
(A) Simple farewell function organized by colleagues
(B) The total cumulative monetary cash testimonial collection is less than five lakh rupees
(C) The farewell function is sponsored and funded directly by private commercial textbook suppliers
(D) The testimonial event is organized and hosted by an official political campaign committee

134. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A Government servant who fails to submit his Annual Immovable Property Return (IPR) within the stipulated timeframe is denied Vigilance Clearance for empanelment and promotion.
Reason R: Submission of IPR under Rule 18(1)(i) is a mandatory statutory obligation under the CCS (Conduct) Rules, 1964 to ensure transparency in asset holdings.
In light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

135. Which rule of the CCS (Conduct) Rules, 1964 covers "Vindication of acts and character of Government servants"?
(A) Rule 16
(B) Rule 18
(C) Rule 19
(D) Rule 21

136. Under Rule 19(2) of the CCS (Conduct) Rules, 1964, when a Government servant vindicates his private character against defamatory allegations made in the press, what must he submit to the prescribed authority?
(A) An advance copy of his signed unconditional resignation letter
(B) A formal public petition signed by at least one hundred citizens
(C) A formal report regarding the action taken by him
(D) An irrevocable bank guarantee of rupees one lakh in favour of Government

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137. Under Rule 3(2)(iii) of the CCS (Conduct) Rules, 1964, if an oral direction is given by a superior officer to a subordinate in urgent circumstances, what duty is cast upon the superior officer?
(A) He must formally deny giving any oral directions if questioned during subsequent internal administrative audits
(B) He must report the administrative urgency and verbal directions to the local police station within twenty-four hours
(C) He must issue an immediate administrative transfer order reassigning the subordinate officer to another branch
(D) Confirm the oral direction in writing as early as possible thereafter

138. A PGT teacher in a Delhi Government school is appointed as a Director on the Board of a private commercial publishing company owned by his spouse. He claims he receives no director fee. Under Rule 15 of the CCS (Conduct) Rules, 1964, is this permissible?
(A) No, holding directorship requires previous Government sanction
(B) Yes, legally permissible under service rules because he receives no direct monthly financial remuneration or director sitting fee
(C) Yes, permissible under conduct rules because the private commercial publishing firm is owned and registered under his spouse's name
(D) Permissible provided formal written approval is granted by the local School Management Committee during its annual meeting

139. Under Rule 3-A of the CCS (Conduct) Rules, 1964, what behavioral conduct is expected of a Government servant towards members of the public and subordinate staff?
(A) Authoritarian administrative dominance and intentional delayed responses to formal public inquiries
(B) Courteous behavior and prompt attention to public requests
(C) Total indifference and persistent delay in addressing reasonable public grievances and staff representations
(D) Granting preferential administrative treatment based on informal monetary tipping or personal connections

140. Which rule of the CCS (Conduct) Rules, 1964 prohibits a Government servant from being a member of any political party?
(A) Rule 3
(B) Rule 5
(C) Rule 7
(D) Rule 11

141. Under Rule 6 of the CCS (Conduct) Rules, 1964, if a Government servant joins an association whose activities are later declared unlawful by the Government, what is his obligation?
(A) Immediately disassociate himself and cease membership
(B) He can lawfully continue as a passive registered member provided he stops paying monthly membership subscription fees
(C) He must formally challenge the statutory Government prohibition order before international human rights tribunals
(D) He can legally remain a general member provided he holds no elected executive office or governing board post in it

142. Consider the following actions by a Government servant:
I. Participating in a peaceful silent march organized by a non-political literary society.
II. Organizing a token strike during official hours inside the school office to demand pay revision.
III. Canvassing votes for a relative contesting municipal elections.
IV. Writing an academic thesis on historical educational systems without political commentary.
Which of the above actions constitute misconduct under CCS (Conduct) Rules, 1964?
(A) II and III only
(B) I and IV only
(C) I, II and III only
(D) II, III and IV only

143. Under Rule 22-A of the CCS (Conduct) Rules, 1964, employing a child below 14 years of age by a Government servant in domestic work is:
(A) Legally permissible provided standard statutory minimum wages prescribed by the Labor Department are paid
(B) Permissible under service conduct rules provided the employed minor child is a close blood relative of the employee
(C) Permissible under administrative guidelines provided employment is restricted strictly to official summer school vacations
(D) Strictly prohibited, constituting misconduct under service rules

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144. Under Rule 18(1) of the CCS (Conduct) Rules, 1964, immovable property acquired by a Government servant includes property acquired by way of:
(A) Sanctioning of official casual leave and medical leave allotments
(B) Disbursement of government duty daily travel allowance payments
(C) Lease, mortgage, purchase, gift, or inheritance
(D) Distribution of routine academic text books to enrolled students

145. What is the primary objective of Rule 20 of the CCS (Conduct) Rules, 1964?
(A) To prohibit public school teachers and educational administrators from taking casual or earned leave during academic terms
(B) To prevent using political or external leverage for service matters
(C) To mandate compulsory military training and reserve defense service for all civil employees working under Union Ministries
(D) To regulate and standardize student admission procedures across government recognized private and public educational institutions

146. Under Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964, "unbecoming of a Government servant" includes which of the following real-world behaviors?
(A) Punctual arrival at office premises five minutes prior to scheduled working hours
(B) Meticulous preparation and timely submission of accurate official financial registers
(C) Maintaining consistently high pedagogical instruction standards in classroom teaching
(D) Drunken and disorderly conduct in public or official quarters

147. Under Rule 13 of the CCS (Conduct) Rules, 1964, if a Government servant receives a gift from a firm having official dealings with his department, what is the default legal presumption unless prior sanction was taken?
(A) Presumed improper gift or gratification attracting disciplinary action
(B) It is presumed to be legitimate administrative hospitality extended during standard official inter-departmental consultations
(C) It is automatically credited to the institutional staff welfare fund and recorded in the official school asset register
(D) It is officially treated as a formal administrative award conferred upon the employee for exemplary public service

148. Under Rule 15-A of the CCS (Conduct) Rules, 1964, if a Government servant sublets his allotted Government accommodation to an unauthorized private person, what administrative actions are taken?
(A) Automatic administrative promotion to the next higher senior supervisory post
(B) Award of a special financial cash incentive scheme by the Housing Ministry
(C) Cancellation of allotment, eviction, penal fees, and disciplinary action
(D) Mandatory legal transfer of official quarter ownership rights to the sub-tenant

149. Under Rule 18(3) of the CCS (Conduct) Rules, 1964, the monetary threshold for reporting movable property transactions is linked to:
(A) Two months' basic pay
(B) One month's basic pay of the Government servant
(C) A fixed monetary threshold of Rs. 20,000 across all pay levels
(D) Cumulative gross annual taxable income of the employee

150. What is the legal relationship between the CCS (Conduct) Rules, 1964 and the CCS (CCA) Rules, 1965?
(A) CCS (Conduct) Rules apply exclusively to retired pensioned officers, whereas CCS (CCA) Rules apply strictly to fresh probationers during initial appointment
(B) CCS (CCA) Rules deal exclusively with annual immovable property returns, whereas CCS (Conduct) Rules regulate terminal retirement pension entitlements
(C) There is no statutory or legal relationship whatsoever between these two distinct sets of administrative rules enacted by the Central Government
(D) Conduct Rules define obligations; CCA Rules provide penalty procedures

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ANSWERS

1. (B) Article 309 proviso of the Constitution of India
The Central Civil Services (Conduct) Rules, 1964 were framed by the President of India in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India. This constitutional provision empowers the President to regulate the recruitment and conditions of service of persons appointed to civil services and posts under the Union.

2. (D) Persons appointed to civil posts in connection with the affairs of the Union
The Central Civil Services (Conduct) Rules, 1964 apply to every person appointed to a civil service or post in connection with the affairs of the Union. However, specific categories such as Railway servants, members of All India Services, and casual daily-rated employees holding non-civil posts are explicitly excluded from the applicability of these rules under Rule 1.

3. (A) Members of the All India Services governed by the All India Services (Conduct) Rules, 1968
According to Rule 1 of the Central Civil Services (Conduct) Rules, 1964, these rules do not apply to members of the All India Services, Railway servants, or persons subject to military laws. Members of the All India Services are governed by their own distinct set of statutory rules, namely the All India Services (Conduct) Rules, 1968.

4. (C) Absolute integrity
Rule 3(1)(i) of the Central Civil Services (Conduct) Rules, 1964 specifically mandates that every Government servant shall at all times maintain absolute integrity. Absolute integrity forms a cornerstone of public service ethics, requiring government employees to remain honest, uncorrupt, and upright in all personal and professional dealings while discharging their official duties as public servants.

5. (C) Rule 3(1)(iii)
Under the Central Civil Services (Conduct) Rules, 1964, Rule 3(1)(iii) mandates that every Government servant shall at all times do nothing which is unbecoming of a Government servant. This clause serves as an overarching conduct standard, covering various acts of misconduct, unethical behavior, or public disrepute that are not explicitly detailed under specific rule provisions.

6. (D) Acting beyond delegated statutory authority under Rule 3(1)(iii) and Rule 3(2)
Signing official administrative or legal documents without proper authority or official delegation violates Rule 3(1)(iii) and Rule 3(2) of the Central Civil Services (Conduct) Rules, 1964. Government servants must act within their designated powers and best judgment, ensuring that administrative actions strictly adhere to statutory rules, valid delegations, and official administrative orders without exceeding assigned authority.

7. (B) His best judgment, except when acting under his official superior's direction
Rule 3(2)(ii) of the Central Civil Services (Conduct) Rules, 1964 stipulates that no Government servant shall, in the performance of official duties or in the exercise of powers, act otherwise than in accordance with his best judgment. An exception applies only when the government employee is acting under the official directions of a designated superior authority.

8. (A) Both A and R are true and R is the correct explanation of A
Under Rule 3(2)(iii) of the Central Civil Services (Conduct) Rules, 1964, administrative directions given by superior officers should ordinarily be in writing. When oral directions are given due to urgent circumstances, the superior officer must confirm them in writing, and the subordinate officer receiving oral directions must seek written confirmation as early as possible thereafter.

9. (D) Absolute promptness and courtesy in dealing with the public
Rule 3-A of the Central Civil Services (Conduct) Rules, 1964 places an obligation on every Government servant in charge of an office to ensure promptness and courtesy in public dealings. Public servants must deal politely, efficiently, and promptly with the public,

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avoiding unnecessary administrative delays, rude behavior, or arbitrary obstacles when addressing official public requests.

10. (A) Unwelcome physical contact and advances, or a demand or request for sexual favours
Rule 3-C of the Central Civil Services (Conduct) Rules, 1964 explicitly prohibits sexual harassment of working women at any workplace. It defines sexual harassment to include unwelcome physical contact, advances, demands or requests for sexual favours, sexually coloured remarks, showing pornography, or any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature in working environments.

11. (B) Prior sanction of the Government if the firm has official dealings with the employee's department
Rule 4 of the Central Civil Services (Conduct) Rules, 1964 restricts government employees regarding near relatives' employment. No Government servant shall use official position or influence to secure employment for near relatives. If a near relative secures employment in a private firm having official dealings with the employee's department, the employee must obtain prior government sanction.

12. (B) She must recuse herself and report the full facts to her official superior immediately
Under Rule 4 of the Central Civil Services (Conduct) Rules, 1964, a Government servant must not participate in processing or sanctioning any matter involving a contract or award to a commercial firm if a near relative is interested or employed in it. The official must immediately recuse herself and report facts to superior authorities.

13. (A) Being a member of or associated with any political party or movement
Rule 5(1) of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits every Government servant from being a member of, or otherwise associated with, any political party or organization that takes part in politics. Public servants are prohibited from subscribing in aid of, or assisting in any way, political movements or political activities.

14. (C) To ensure no family member takes part in or assists any political movement
Rule 5(2) of the Central Civil Services (Conduct) Rules, 1964 imposes a duty on every Government servant to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner, any movement or activity which is politically subversive or political in nature.

15. (D) No, canvassing or using influence in an election is strictly prohibited
Rule 5(4) of the Central Civil Services (Conduct) Rules, 1964 lays down that no Government servant shall canvas or otherwise interfere with, or use his influence in connection with, or take part in an election to any legislature or local authority. Public servants must maintain strict political neutrality during all electoral processes.

16. (B) I and III only
Openly protesting government policies while wearing political party badges and displaying political party symbols on personal vehicles within official premises constitute direct violations of Rule 5 of the Central Civil Services (Conduct) Rules, 1964. However, proposing or seconding candidate nominations under statutory election laws is permissible provided statutory duty conditions are satisfied.

17. (B) Sovereign integrity of India, public order, or morality
Rule 6 of the Central Civil Services (Conduct) Rules, 1964 provides that no Government servant shall join, or continue to be a member of, an association whose objects or activities are prejudicial to the sovereignty and integrity of India, public order, or morality. Maintaining national integrity and public order remains a paramount duty.

18. (D) Prejudicial to the sovereignty, integrity, public order, or decency of India
Rule 7 of the Central Civil Services (Conduct) Rules, 1964 prohibits government employees from engaging in or participating in any demonstration that is prejudicial to the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency, morality, or involves contempt of court or defamation.

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19. (A) No, engaging in or abetting strikes is strictly prohibited
Under Rule 7 of the Central Civil Services (Conduct) Rules, 1964, a Government servant is strictly prohibited from resorting to or abetting any form of strike, pen-down strike, go-slow, or mass casual leave in connection with any matter pertaining to service conditions. Maintaining uninterrupted public administrative services is a mandatory obligation.

20. (C) Any newspaper or other periodical publication
Rule 8(1) of the Central Civil Services (Conduct) Rules, 1964 states that no Government servant shall, except with the previous sanction of the Government, own wholly or in part, or conduct, or participate in the editing or management of, any newspaper or other periodical publication or electronic media outlet in any manner.

21. (A) Participating in a radio broadcast or contributing an article to a newspaper on political matters
Rule 8(2) of the Central Civil Services (Conduct) Rules, 1964 mandates that prior sanction is required for participating in media broadcasts or writing newspaper articles on political or controversial topics. However, casual literary, artistic, or scientific publications do not require prior sanction, provided they contain no political criticism or government policy reviews.

22. (A) Both A and R are true and R is the correct explanation of A
Rule 9 of the Central Civil Services (Conduct) Rules, 1964 explicitly prohibits government employees from making any public statement or publishing literature that contains adverse criticism of any current or recent policy or action of the Central Government or State Government. Consequently, prior administrative sanction is required to publish works evaluating public policies.

23. (B) Statements embarrassing relations between Central and State Governments
Rule 9 of the Central Civil Services (Conduct) Rules, 1964 bars government servants from making public statements or media publications that have the effect of embarrassing relations between the Central Government and State Governments, or between the Central Government and foreign states. Factual academic or scientific publications without political criticism are exempted.

24. (C) The previous sanction of the Government
Rule 10(1) of the Central Civil Services (Conduct) Rules, 1964 provides that no Government servant shall give evidence in connection with any inquiry conducted by any person, committee, or authority except with the previous sanction of the Government, subject to specific statutory exceptions laid down under clause (3) of Rule 10.

25. (D) Both (A) and (C)
Rule 10(3) of the Central Civil Services (Conduct) Rules, 1964 exempts certain inquiries from the requirement of prior government sanction. Prior sanction is not required for giving evidence in inquiries before authorities appointed by the Government, Parliament, or State Legislatures, as well as judicial inquiries or departmental inquiries ordered by administrative authorities.

26. (A) The teacher is incorrect because Rule 10(3) exempts departmental and judicial inquiries
Rule 10(3) of the Central Civil Services (Conduct) Rules, 1964 explicitly exempts departmental inquiries and judicial inquiries from the requirement of prior government sanction for giving evidence. Therefore, a government servant summoned as a witness in an official departmental inquiry cannot refuse to testify under the pretext of lacking prior government sanction.

27. (B) To persons authorized under general or special Government orders
Rule 11 of the Central Civil Services (Conduct) Rules, 1964 restricts the communication of official information. No Government servant shall communicate, directly or indirectly, any official document or part thereof or information to any government servant or any other person, except when authorized by general or special government orders or in performance of duty.

28. (A) Rule 11 (Unauthorized communication)
Disclosing official classified documents, confidential examination papers, or official records to unauthorized third parties directly violates Rule 11 of the Central Civil Services (Conduct) Rules, 1964. The rule prohibits disclosing official information to unauthorized persons unless permitted under general or special

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orders or required in the performance of official duties.

29. (A) Raising funds or accepting contributions requires previous sanction of Government
Rule 12 of the Central Civil Services (Conduct) Rules, 1964 provides that no Government servant shall, except with the previous sanction of the Government or prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind.

30. (A) I, II and III only
Under Rule 13 of the Central Civil Services (Conduct) Rules, 1964, gifts include pecuniary advantages provided by non-relatives, excluding casual social hospitality like casual lifts or meals. Employees must avoid frequent lavish hospitality from entities having official dealings. Accepting unrestricted gifts from firms having departmental official contracts is strictly prohibited without prior government sanction.

31. (C) Rs. 25,000
Under Rule 13(2) of the Central Civil Services (Conduct) Rules, 1964, on solemn occasions such as weddings, anniversaries, or religious functions, a Group 'A' or Group 'B' Government servant may accept gifts from near relatives or personal friends without official dealings up to a monetary limit of Rs. 25,000 without reporting.

32. (C) Rs. 15,000
Under Rule 13(2) of the Central Civil Services (Conduct) Rules, 1964, for Group 'C' Government servants, the monetary threshold for accepting gifts on solemn occasions like weddings, anniversaries, or religious functions from near relatives or personal friends without official dealings, without reporting to the government, is prescribed as Rs. 15,000.

33. (C) Rs. 5,000
Under Rule 13(3) of the Central Civil Services (Conduct) Rules, 1964, on ordinary occasions other than solemn functions, if a Group 'A' or Group 'B' Government servant accepts a gift from a personal friend having no official dealings, he must report the receipt to the Government if its value exceeds Rs. 5,000.

34. (B) Rs. 2,000
Under Rule 13(3) of the Central Civil Services (Conduct) Rules, 1964, on ordinary occasions other than solemn functions, a Group 'C' Government servant is required to report the acceptance of a gift from a personal friend having no official dealings if the value of such gift exceeds the prescribed limit of Rs. 2,000.

35. (A) Giving, taking, abetting, or demanding dowry is strictly prohibited
Rule 13-A of the Central Civil Services (Conduct) Rules, 1964 lays down an absolute prohibition on dowry. No Government servant shall give or take, or abet the giving or taking of dowry, or demand directly or indirectly from the parents or guardian of a bride or bridegroom, any dowry whatsoever.

36. (A) Both A and R are true and R is the correct explanation of A
Under Rule 13 of the Central Civil Services (Conduct) Rules, 1964, government employees are strictly prohibited from soliciting or accepting gifts or commercial sponsorships from any private firm, publisher, or vendor that has official dealings with their administrative department or office, unless explicitly authorized by prior government sanction.

37. (A) Previous sanction of the Government
Rule 14 of the Central Civil Services (Conduct) Rules, 1964 provides that no Government servant shall, except with the previous sanction of the Government, receive any complimentary address or accept any testimonial or attend any meeting or entertainment held in his honour, or in honour of any other Government servant.

38. (D) A simple, inexpensive farewell function organized on retirement or transfer
Rule 14 of the Central Civil Services (Conduct) Rules, 1964 contains specific exceptions regarding farewell meetings. Prior sanction is not required for attending a simple, inexpensive farewell function organized by colleagues or staff members on the occasion of a government servant's transfer, superannuation retirement, or quitting of public service.

39. (B) Any trade, business, or other employment
Rule 15(1) of the Central Civil Services (Conduct) Rules, 1964 explicitly mandates that no Government servant shall, except with the previous sanction of the Government, engage directly or indirectly in any trade or business, or

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undertake any other employment, or hold elective executive offices in commercial enterprises.

40. (C) It violates Rule 15 prohibiting private trade, attracting disciplinary action
Running a commercial coaching center or accepting private commercial tuition fees by a government servant constitutes engaging in private trade or employment. This directly violates Rule 15 of the Central Civil Services (Conduct) Rules, 1964, attracting formal disciplinary proceedings under applicable civil service classification, control, and appeal rules.

41. (D) Honorary social, charitable, or casual literary work not affecting official duties
Under Rule 15(2) of the Central Civil Services (Conduct) Rules, 1964, a Government servant may undertake honorary social or charitable work, or casual literary, artistic, or scientific work without prior sanction, provided official duties do not suffer, and the employee does not undertake or hold executive office in commercial organizations.

42. (A) Report and obtain sanction if required under rules
Rule 15(3) of the Central Civil Services (Conduct) Rules, 1964 specifies that where a Government servant undertakes honorary or casual literary, artistic, or scientific work and receives a fee or honorarium for the same, he must report the receipt and comply with government orders regarding sanction and fee retention.

43. (B) Sub-let, lease, or permit unauthorized occupation of quarters
Rule 15-A of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits a Government servant who has been allotted government accommodation from subletting, leasing, or otherwise permitting unauthorized persons to occupy any portion of the official residential premises provided to him by the Government or housing department.

44. (A) I and II only
Rule 16(1) of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits government servants from speculating in stocks, shares, or securities, including frequent buying and selling of investments. However, borrowing small amounts of money from personal friends without official dealings for emergency medical expenses is permissible under Rule 16(3).

45. (A) Frequent buying or selling of shares or securities
Explanation under Rule 16(1) of the Central Civil Services (Conduct) Rules, 1964 specifies that frequent buying or selling of shares, securities, or other investments shall be deemed to be speculation. Government servants are prohibited from engaging in continuous day-trading or speculative stock market operations.

46. (C) Persons within local authority or having official dealings
Rule 16(4) of the Central Civil Services (Conduct) Rules, 1964 provides that no Government servant shall, save in the ordinary course of business with a bank or firm of standing, lend or borrow money from any person within his local administrative jurisdiction or having official dealings with him.

47. (D) Habitual indebtedness or insolvency
Rule 17 of the Central Civil Services (Conduct) Rules, 1964 requires every Government servant to manage his private financial affairs so as to avoid habitual indebtedness or insolvency. A public employee against whom legal proceedings are instituted for recovery of debt or insolvency must report full facts to prescribed authorities.

48. (C) He must report the full legal facts to the prescribed authority immediately
Under Rule 17 of the Central Civil Services (Conduct) Rules, 1964, if a Government servant is prosecuted for insolvency or if legal proceedings are instituted against him for recovery of debt, he must report the full financial and legal facts immediately to the designated administrative authority.

49. (C) 31st January
Under Rule 18(1)(i) of the Central Civil Services (Conduct) Rules, 1964, every Government servant belonging to Group 'A' and Group 'B' is required to submit an Annual Immovable Property Return (IPR) giving full details of immovable property owned, acquired, or inherited by him by 31st January of every year.

50. (A) Both A and R are true and R is the correct explanation of A
Rule 18(2) of the Central Civil Services (Conduct) Rules, 1964 mandates that a Government servant must give prior intimation

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or obtain prior sanction from the prescribed authority before acquiring or disposing of any immovable property. This requirement prevents corruption, unexplainable wealth accumulation, and financial conflict of interest.

51. (A) Two months' basic pay
Rule 18(3) of the Central Civil Services (Conduct) Rules, 1964 lays down that a Government servant must intimate the prescribed authority within one month of entering into any transaction regarding movable property if the total value of such movable property exceeds two months' basic pay of the employee.

52. (C) Shares, securities, vehicles, and jewelry
Explanation under Rule 18 of the Central Civil Services (Conduct) Rules, 1964 defines "movable property" to include financial investments, shares, securities, debentures, insurance policies, personal motor vehicles, electronic equipment, gold jewelry, and private loans advanced or borrowed by the government employee or his dependent family members.

53. (A) Prior sanction of the prescribed authority is mandatory
Rule 18-A of the Central Civil Services (Conduct) Rules, 1964 mandates that no Government servant shall, except with the prior sanction of the prescribed authority, acquire or dispose of any immovable property situated outside India, or enter into any transaction with any foreign government, national, or foreign organization.

54. (D) Intimate transaction within 1 month as value exceeds two months' basic pay
Under Rule 18(3) of the Central Civil Services (Conduct) Rules, 1964, transactions involving movable property whose value exceeds two months' basic pay require prior intimation or post-transaction intimation within one month. Since the car value exceeds two months' basic pay, submitting written intimation within one month is mandatory.

55. (B) No, except with the previous sanction of the Government
Rule 19(1) of the Central Civil Services (Conduct) Rules, 1964 states that no Government servant shall, except with the previous sanction of the Government, have recourse to any court or press for the vindication of any official act which has been subject to adverse public criticism or defamatory attack.

56. (C) No sanction is needed, but a report must be submitted
Rule 19(2) of the Central Civil Services (Conduct) Rules, 1964 clarifies that nothing in Rule 19(1) shall be deemed to prohibit a Government servant from vindicating his private character or any act done by him in a private capacity, provided that a formal report is submitted to the prescribed authority.

57. (D) No servant shall bring political/outside influence for service matters
Rule 20 of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits any Government servant from bringing or attempting to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government.

58. (A) I, II and III only
Rule 21 of the Central Civil Services (Conduct) Rules, 1964 prohibits bigamous marriages for government servants. No employee shall contract a second marriage while a spouse is living, nor shall any person marry an employee with a living spouse. Exemption can be granted only by Central Government under personal law grounds.

59. (B) Not be under influence of intoxicating drinks or drugs on duty
Rule 22 of the Central Civil Services (Conduct) Rules, 1964 mandates that a Government servant shall strictly abide by local laws regarding intoxicating drinks or drugs, ensure he is not under the influence of any intoxicant while on duty, and refrain from appearing intoxicated in public places.

60. (B) Intoxication
Rule 22(d) of the Central Civil Services (Conduct) Rules, 1964 explicitly provides that a Government servant shall not appear in a public place in a state of intoxication. Maintaining sober public conduct and upholding the dignity of public office are essential requirements under civil service conduct rules.

61. (B) 14 years
Rule 22-A of the Central Civil Services (Conduct) Rules, 1964 explicitly provides that no Government servant shall employ to work any

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child below the age of 14 years. This prohibition extends to domestic help and private personal services, ensuring strict compliance with constitutional principles and child protection laws.

62. (C) Yes, the conduct rules apply equally to probationers from the date of joining service
The Central Civil Services (Conduct) Rules, 1964 apply to every person appointed to a civil service or post in connection with the affairs of the Union. Probationers holding civil posts are fully subject to these conduct rules from the exact date they join service, before formal confirmation.

63. (D) Initiation of disciplinary proceedings under CCS (CCA) Rules, 1965
A breach or violation of any provision of the Central Civil Services (Conduct) Rules, 1964 constitutes misconduct. The direct administrative consequence of such misconduct is the initiation of formal disciplinary proceedings against the delinquent government servant under the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

64. (A) Both A and R are true and R is the correct explanation of A
Canvassing political or outside influence to obtain favorable service transfers or promotions directly violates Rule 20 of the Central Civil Services (Conduct) Rules, 1964. Such practice bypasses established administrative channels, undermines merit-based administrative hierarchy, and constitutes actionable misconduct under general conduct provisions of Rule 3.

65. (B) Maintain utmost diligence, efficiency, and faithfulness in official duties
Under Rule 3(1)(ii) of the Central Civil Services (Conduct) Rules, 1964, devotion to duty requires every Government servant to maintain absolute diligence, faithfulness, operational efficiency, and commitment in discharging assigned official duties. Negligence, deliberate delay, or willful avoidance of official responsibilities violates this fundamental obligation.

66. (D) To inform his superior and department immediately of conviction
When a Government servant is convicted by a criminal court on any criminal charge or offense involving moral turpitude, he is under a strict duty to inform his immediate administrative superiors and official department immediately about the conviction, failing which he faces additional disciplinary action for concealment.

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67. (A) Observe policies on marriage age, environment, wildlife, and women's safety
Rule 3-B of the Central Civil Services (Conduct) Rules, 1964 mandates that every Government servant shall observe Government policies regarding the prevention of child marriage, protection of the environment, preservation of wildlife, and protection of women's safety, dignity, and prevention of crime against women in society.

68. (C) Forward the complaint immediately to the Internal Complaints Committee (ICC)
Under Rule 3-C of the Central Civil Services (Conduct) Rules, 1964, every workplace must have an Internal Complaints Committee. Upon receiving a written complaint of sexual harassment, the head of office or school administrator is legally bound to forward the matter immediately to the committee for statutory inquiry.

69. (A) Using government property for private or unauthorized non-official purposes
Rule 3(2-A) of the Central Civil Services (Conduct) Rules, 1964 explicitly lays down that no Government servant shall use or permit any other person to use government property, funds, or assets for unauthorized private or non-official purposes, ensuring strict protection of public property against misuse.

70. (D) The Central Government
Under Rule 5(3) of the Central Civil Services (Conduct) Rules, 1964, if any question arises whether a particular activity or organization falls within the scope of political activity or party politics, the decision of the Central Government thereon shall be final and legally binding on all civil employees.

71. (B) Yes, undertaking casual literary/academic work is allowed without prior sanction
Under Rule 15(2) of the Central Civil Services (Conduct) Rules, 1964, a Government servant may undertake casual literary, artistic, or scientific work without prior government sanction. Writing a purely technical or academic textbook without political policy commentary

falls under casual literary work and is permitted without prior approval.

72. (B) II and III only
Rule 15 of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits engaging in commercial trade, business, or accepting private commercial agencies. Running a commercial stationery dealership or operating a private commercial real estate business violates Rule 15. Unpaid participation in registered literary or cultural societies is explicitly exempted.

73. (D) Habitual late attendance and early departure without permission
Habitual late attendance, unauthorized absence, and leaving official duties early without prior permission violate Rule 3 of the Central Civil Services (Conduct) Rules, 1964. Such behavioral patterns indicate lack of devotion to duty and constitute misconduct, making the employee subject to disciplinary proceedings under civil service rules.

74. (A) Embarrass or influence him in official duties
Rule 16(2) of the Central Civil Services (Conduct) Rules, 1964 mandates that no Government servant shall make, or permit any member of his family to make, any financial investment which is likely to embarrass or influence him in the discharge of his official public duties as a civil servant.

75. (B) Prior sanction of the prescribed authority is mandatory
Proviso to Rule 18(2) of the Central Civil Services (Conduct) Rules, 1964 lays down that if a Government servant conducts a transaction for acquisition or disposal of immovable property with a person or firm having official dealings with him, prior sanction of the prescribed authority is strictly mandatory.

76. (B) Vigilance clearance is withheld, impacting promotion and empanelment
Under administrative instructions governing Rule 18 of the Central Civil Services (Conduct) Rules, 1964, failure to submit the Annual Immovable Property Return (IPR) within the prescribed deadline (31st January) results in the withholding of Vigilance Clearance. Consequently, the officer becomes ineligible for promotion, senior empanelment, or deputation.

77. (A) Casual social hospitality extended by personal friends is treated as a sanctionable gift
Under Rule 13 of the Central Civil Services (Conduct) Rules, 1964, casual social hospitality, casual meals, or casual lifts extended by personal friends are explicitly excluded from the definition of gifts. Therefore, treating casual social hospitality from personal friends as a sanctionable gift is an incorrect statement.

78. (A) Both A and R are true and R is the correct explanation of A
Participating in commercial betting, gambling, or lotteries is prohibited for government servants. Rule 16 and general ethical expectations under Rule 3 mandate that civil servants avoid speculative financial activities and personal conduct that could result in public disrepute, financial insolvency, or compromise of personal integrity.

79. (D) No, raising funds without prior sanction is prohibited under Rule 12
Rule 12 of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits any Government servant from soliciting, raising, or accepting cash donations, subscriptions, or public contributions for any cause without prior sanction of the Government, even if the funds are intended for public educational infrastructure or welfare activities.

80. (C) Prohibited as it constitutes private trade or agency business
Rule 15 of the Central Civil Services (Conduct) Rules, 1964 strictly bars government employees from engaging in private trade, commercial agencies, or multi-level marketing schemes. Acting as an agent for a private life insurance company or commercial firm constitutes commercial employment and is strictly prohibited without prior sanction.

81. (B) Duty to maintain absolute integrity and devotion to duty
Leaking confidential question papers or compromise of official secrets constitutes unauthorized communication under Rule 11 and simultaneously violates Rule 3(1)(i) and Rule 3(1)(ii) of the Central Civil Services (Conduct) Rules, 1964, which demand absolute integrity, honesty, and total devotion to duty from every civil servant.

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82. (D) Prohibited gift and pecuniary advantage constituting misconduct
Accepting free luxury vacations or foreign travel packages sponsored by a private commercial vendor having official business with a government department constitutes accepting an illegal pecuniary advantage under Rule 13 of the Central Civil Services (Conduct) Rules, 1964. Such conduct amounts to grave misconduct attracting disciplinary action.

83. (D) Rule 22
Rule 22 of the Central Civil Services (Conduct) Rules, 1964 specifically deals with the consumption of intoxicating drinks and drugs. It mandates strict adherence to local laws, prohibits being intoxicated while on duty, and forbids appearing in public places or official quarters in a state of intoxication.

84. (C) Rule 22-A
Rule 22-A of the Central Civil Services (Conduct) Rules, 1964 explicitly prohibits the employment of children below 14 years of age by any Government servant. This provision was inserted to eliminate child labor, enforcing constitutional mandates and ensuring civil servants refrain from employing young children in domestic or commercial work.

85. (A) Failure to manage private affairs, violating conduct rules
Under Rule 17 of the Central Civil Services (Conduct) Rules, 1964, habitual indebtedness or financial insolvency creates a legal presumption that the Government servant has failed to manage his private affairs properly, thereby committing a direct breach of civil service conduct rules and attracting formal disciplinary proceedings.

86. (D) I, II, III and IV
Under the Central Civil Services (Conduct) Rules, 1964, Rule 5 regulates political activities and election participation; Rule 7 governs public demonstrations and strikes; Rule 13-A prohibits giving or taking dowry; and Rule 21 governs bigamous marriages. All four listed rule numbers match their respective statutory subject matters correctly.

87. (D) Rule 20 — Acceptance of lavish gifts from relatives
Rule 20 of the Central Civil Services (Conduct) Rules, 1964 deals with "Canvassing of non-official or other outside influence" to further service interests. Acceptance of gifts is governed separately under Rule 13. Therefore, matching Rule 20 with the acceptance of lavish gifts from relatives is incorrect.

88. (C) All movable or immovable property held by him or his family
Rule 18(4) of the Central Civil Services (Conduct) Rules, 1964 empowers the Government or prescribed authority to require a Government servant to submit a full and complete statement of all movable or immovable property held or acquired by him or on his behalf by any family member.

89. (D) Intimate authority within 1 month as value exceeds 2 months' pay
Under Rule 18(3) of the Central Civil Services (Conduct) Rules, 1964, any transaction involving movable property whose total value exceeds two months' basic pay requires written intimation to the prescribed authority within one month. Since Rs. 3,50,000 exceeds two months' basic pay (Rs. 2,00,000), intimation within one month is mandatory.

90. (A) No, except with previous Government sanction
Rule 15 of the Central Civil Services (Conduct) Rules, 1964 provides that no Government servant shall, except with the previous sanction of the Government, undertake any commercial employment or act as an arbitrator in any commercial dispute where financial fees or commercial honorariums are involved.

91. (B) Integrity and impartiality
Rule 3(1)(vi) of the Central Civil Services (Conduct) Rules, 1964 mandates that every Government servant shall at all times maintain high ethical standards, honesty, absolute integrity, and impartiality in the discharge of official functions, ensuring that public decisions remain fair, unbiased, and free from personal interest.

92. (A) Both A and R are true and R is the correct explanation of A
Participating in a strike organized by employee associations or teacher federations constitutes a violation of service rules. Rule 7 of the Central Civil Services (Conduct) Rules, 1964 explicitly prohibits government employees from engaging

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in, supporting, or abetting any form of strike in connection with service conditions.

93. (A) Transparency
Rule 3(1)(ix) of the Central Civil Services (Conduct) Rules, 1964 requires every Government servant to manage his official duties with high operational efficiency, complete fairness, and administrative transparency, ensuring that official decisions and public procedures are conducted openly, objectively, and without arbitrary administrative practices.

94. (C) Allowed if authorized by order and official duties do not suffer
Under Rule 15(2) of the Central Civil Services (Conduct) Rules, 1964, a Government servant may hold elective office in a cooperative society or sports body if authorized by general or special government orders, provided his official duties do not suffer and no commercial profit motive is involved.

95. (D) Central Government, if permissible under personal law with valid grounds
Under Rule 21(3) of the Central Civil Services (Conduct) Rules, 1964, the Central Government holds the sole authority to grant an exemption from bigamous marriage restrictions, provided it is satisfied that such marriage is permissible under personal law and there are valid grounds for doing so.

96. (A) Rule 9 (Criticism of Government) and Rule 3
Publicly criticizing government policies or posting abusive comments against senior officers on social media directly violates Rule 9 of the Central Civil Services (Conduct) Rules, 1964, which prohibits criticism of government actions, and Rule 3, which mandates maintaining absolute integrity, courtesy, and unbecoming behavior standards.

97. (B) The Government servant himself, subject to reimbursement if exonerated
Under Rule 19 of the Central Civil Services (Conduct) Rules, 1964, when sanction is granted to a Government servant to institute legal proceedings in court to vindicate his official conduct, the legal expenses are initially borne by the servant himself, subject to reimbursement if he is fully exonerated.

98. (D) Yes, spouse, children, and dependent blood or marriage relatives
For the purposes of Rule 18 of the Central Civil Services (Conduct) Rules, 1964, "family" includes the spouse of the government employee, whether dependent or not, dependent children, and any other person related by blood or marriage who is dependent on the government servant for support.

99. (A) Becoming an active political party officer
Rule 3(1) of the Central Civil Services (Conduct) Rules, 1964 mandates maintaining absolute integrity, devotion to duty, and doing nothing unbecoming of a public servant. Becoming an active political party officer is explicitly prohibited under Rule 5 and is not an essential requirement under Rule 3(1).

100. (A) I and II only
Giving factual information of an academic or scientific nature is permitted, while airing views on media criticizing official government policy violates Rule 9. However, publishing political columns without prior sanction violates Rule 8 of the Central Civil Services (Conduct) Rules, 1964, making statement III incorrect.

101. (A) Report receipt to Toshakhana or External Affairs Ministry for valuation
When a Government servant receives a gift from a foreign dignitary during an official foreign delegation visit, he must report the receipt to the Toshakhana or Ministry of External Affairs for valuation and assessment in accordance with foreign gift acceptance rules read with conduct guidelines.

102. (D) A personal friend or relative, as a casual interest-free transaction
Under Rule 16(3) of the Central Civil Services (Conduct) Rules, 1964, a Government servant is permitted to make a temporary loan to, or borrow a small amount free of interest from, a personal friend or relative, provided there are no official dealings involved in the transaction.

103. (B) Yes, salary attachment indicates habitual indebtedness violating Rule 17
Under Rule 17 of the Central Civil Services (Conduct) Rules, 1964, when a Government servant's salary is continuously attached by a civil court order for financial debt recovery, it serves as clear evidence of habitual indebtedness

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and financial insolvency, constituting a direct violation of civil service conduct rules.

104. (B) Rule 15-A
Rule 15-A of the Central Civil Services (Conduct) Rules, 1964 specifically prohibits a Government servant from subletting, leasing, or transferring possession of allotted government residential accommodation. Breaching Rule 15-A leads to cancellation of quarter allotment, eviction, imposition of penal license fees, and administrative disciplinary proceedings.

105. (D) His official superior
Rule 3(2)(i) of the Central Civil Services (Conduct) Rules, 1964 mandates that no Government servant shall, in the performance of official duties, act otherwise than in accordance with his best judgment, except when he is acting under the explicit directions and orders of his official superior authority.

106. (A) Both A and R are true and R is the correct explanation of A
Managing or operating a private commercial coaching institute by a government servant constitutes engaging in private trade or employment. This directly breaches Rule 15 of the Central Civil Services (Conduct) Rules, 1964, making the employee liable for disciplinary action and major penalty under civil service rules.

107. (B) Non-profit co-operative society management under prescribed conditions
Under Rule 15(2) of the Central Civil Services (Conduct) Rules, 1964, taking part in the management of a non-profit co-operative society registered under co-operative societies laws is an exception that does not require prior government sanction, provided prescribed statutory conditions and reporting requirements are met.

108. (B) Accountability and transparency
Rule 3(1)(iv) of the Central Civil Services (Conduct) Rules, 1964 mandates that every Government servant shall at all times maintain high standards of ethical integrity, public accountability, and transparency in discharging official duties, thereby ensuring administrative fairness and strengthening public trust in civil service administration.

109. (B) By 31st January of the following year
Rule 18(1)(i) of the Central Civil Services (Conduct) Rules, 1964 prescribes that every Group 'A' and Group 'B' Government servant must submit an Annual Immovable Property Return (IPR) for each calendar year by 31st January of the immediately following year to the designated administrative authority.

110. (C) Misconduct, as borrowing from official contacts is prohibited
Under Rule 16(4) of the Central Civil Services (Conduct) Rules, 1964, borrowing money from a government contractor who has official dealings with the employee's department is strictly prohibited. Accepting such a financial loan constitutes administrative misconduct, regardless of the personal purpose for which the loan was taken.

111. (C) Rule 20
Rule 20 of the Central Civil Services (Conduct) Rules, 1964 deals specifically with the subject of "Canvassing of non-official or other outside influence". It prohibits civil servants from bringing political or external pressure to bear upon superior administrative authorities regarding service matters such as transfers or promotions.

112. (C) Senior female employee working at that workplace
Under Rule 3-C of the Central Civil Services (Conduct) Rules, 1964 read with statutory POSH provisions, every Internal Complaints Committee (ICC) constituted in an office or educational institution must be headed by a senior female employee working at that workplace to ensure impartial handling of sexual harassment complaints.

113. (B) Report the receipt to the Government or authority
Under Rule 13(3) of the Central Civil Services (Conduct) Rules, 1964, if a gift received from a personal friend having no official dealings exceeds the prescribed monetary threshold, the Government servant is required to report the receipt of the gift to the Government or prescribed administrative authority.

114. (A) I, II and III only
The Central Civil Services (Conduct) Rules, 1964 apply to civil servants paid from Union

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Estimates, including teachers under GNCTD. They do not apply to All India Services officers who have separate rules. Railway employees are governed by Railway Conduct Rules, making statement IV incorrect.

115. (A) Permissible for genuine achievements, subject to reporting rules
Accepting a cash award or monetary prize from an independent non-governmental cultural academy for genuine academic or literary achievements is permissible under civil service rules, provided the government employee reports the award to the prescribed administrative authority and complies with applicable honorarium and fee retention regulations.

116. (C) Purchase, sale, mortgage, lease, or gift
Under Rule 18(2) of the Central Civil Services (Conduct) Rules, 1964, the terms "acquisition" and "disposal" of immovable property encompass all standard modes of property transfer, including purchase, sale, mortgage, lease, gift, exchange, or inheritance involving the government servant or his dependent family members.

117. (A) Liable for disciplinary action for breach of conduct rules
Acquiring or disposing of immovable property without giving prior intimation or obtaining prior statutory sanction under Rule 18(2) of the Central Civil Services (Conduct) Rules, 1964 constitutes a direct breach of service conduct rules, rendering the delinquent government servant liable for formal departmental disciplinary action.

118. (D) Any place or venue to which the public has access
Under Explanation to Rule 22 of the Central Civil Services (Conduct) Rules, 1964, a "public place" is defined as any place or venue, including public conveyances, parks, roads, hotels, and halls, to which the general public has or is permitted to have access, whether on payment or otherwise.

119. (B) Engaging in trade, business, or managing commercial enterprises
Rule 15(4) of the Central Civil Services (Conduct) Rules, 1964 obligates every Government servant to report to the Government if any member of his family is engaged in any trade or business, or owns or manages a commercial enterprise, ensuring transparency regarding potential commercial conflicts of interest.

120. (A) Both A and R are true and R is the correct explanation of A
Granting permission to a private commercial coaching academy to conduct marketing inside government premises violates civil service rules. Rule 3 and Rule 3(2-A) of the Central Civil Services (Conduct) Rules, 1964 explicitly mandate that government positions, official authority, and public property must not be used for private commercial gain.

121. (D) Natural justice and fairness
Rule 3(1)(x) of the Central Civil Services (Conduct) Rules, 1964 requires every Government servant to act in accordance with the fundamental principles of natural justice and fairness while discharging official duties, ensuring that public administrative decisions remain unbiased, equitable, non-arbitrary, and procedurally sound.

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122. (A) Near relatives or personal friends without official dealings
Rule 13(2) of the Central Civil Services (Conduct) Rules, 1964 permits government employees to accept gifts on solemn occasions like weddings, anniversaries, or religious functions from near relatives or personal friends having no official dealings with them, subject to prescribed financial reporting limits.

123. (A) Within 3 months of joining service or upon appointment
Under Rule 18(1) of the Central Civil Services (Conduct) Rules, 1964, every person on first appointment to any civil service or post must submit a return of his assets and liabilities, including immovable and movable properties, within three months from the date of joining government service.

124. (B) Yes, financial irregularities reflect on integrity under Rule 3
Financial irregularities, fraud, or mismanagement in a private cooperative society reflect adversely on a government servant's personal honesty and moral uprightness. This attracts Rule 3 of the Central Civil Services (Conduct) Rules, 1964, which mandates maintaining absolute integrity at all times, both in official and private capacity.

(A) 5% of basic pay, subject to the prescribed ceiling limit
(B) 10% of basic pay, subject to the prescribed ceiling limit
(C) 12.5% of basic pay, subject to the prescribed ceiling limit
(D) 25% of basic pay, subject to the prescribed ceiling limit

41. A Vice-Principal serving in Directorate of Education GNCTD is selected on deputation to the National Council of Educational Research and Training (NCERT) in New Delhi. The distance between her parent school and NCERT is within the same station. What percentage of basic pay will she draw as Deputation (Duty) Allowance, subject to the maximum ceiling per month?
(A) 2.5%
(B) 5%
(C) 10%
(D) 12%

42. Under FR 110, no government servant may be transferred to Foreign Service without his consent EXCEPT when transferred to:
(A) A private commercial enterprise operating within or outside national jurisdiction
(B) A service under a body corporate owned or controlled by the Government
(C) An international non-governmental organization registered under foreign law
(D) A foreign municipal corporation or local administrative body overseas

43. In Foreign Service, who is primarily responsible for paying pension contributions and leave salary contributions to the Consolidated Fund of India?
(A) The Foreign Employer, unless agreed otherwise
(B) The parent administrative ministry
(C) The employee himself from his private savings
(D) The Union Public Service Commission

44. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A government servant in Foreign Service remains subject to the general disciplinary framework of his parent cadre.
Reason R: Foreign Service does not terminate the lien or fundamental employment contract of a permanent government servant with his parent department.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

45. Under Foreign Service rules, when does the period of foreign service commence and end?
(A) Commences on the date of reaching the foreign office and ends on the date of leaving the foreign office
(B) Commences from the date of sanction order and ends on the date of retirement
(C) Commences from the first day of the financial year
(D) Commences on the date of relief from parent post and ends on the date of re-joining the parent post

46. Under FR 115, contribution towards leave salary and pension of an officer on Foreign Service must be remitted to the government on a:
(A) Daily basis
(B) Annual basis at the close of financial year
(C) Monthly basis
(D) Lump sum basis at the end of the foreign service tenure

47. If leave salary and pension contributions in respect of a foreign service employee are delayed beyond the prescribed time limit, what is payable on the delayed amount?
(A) Criminal penalty and monetary fine imposed on the foreign employer
(B) Simple penal interest at the rate prescribed by the Government
(C) Automatic and immediate cancellation of the foreign service tenure
(D) Complete forfeiture of all past qualifying service of the officer

48. What happens to the leave sanctioning process for a government servant while serving on Foreign Service?
(A) Leave is granted by the foreign employer as per its own private staff regulations without reference to parent rules
(B) Leave cannot be granted under any circumstances during the entire period of foreign service assignment

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136. (C) A formal report regarding the action taken by him
Rule 19(2) of the Central Civil Services (Conduct) Rules, 1964 provides that when a Government servant takes legal action to vindicate his private character or acts done in a private capacity, he does not require prior government sanction, but he must submit a formal report to the prescribed authority.

137. (D) Confirm the oral direction in writing as early as possible thereafter
Rule 3(2)(iii) of the Central Civil Services (Conduct) Rules, 1964 provides that oral directions by superiors should ordinarily be avoided. When oral directions are issued under urgent circumstances, the superior officer is duty-bound to confirm those directions in writing as early as possible thereafter.

138. (A) No, holding directorship requires previous Government sanction
Under Rule 15(1)(d) of the Central Civil Services (Conduct) Rules, 1964, no Government servant shall, except with previous sanction of the Government, hold an elective office or directorship in any commercial company, regardless of whether any director fee or financial remuneration is received for holding such directorship.

139. (B) Courteous behavior and prompt attention to public requests
Rule 3-A of the Central Civil Services (Conduct) Rules, 1964 requires every Government servant to ensure absolute promptness and courtesy in dealing with members of the public. Public servants must deal politely, efficiently, and promptly with public inquiries, avoiding deliberate delays or discourteous behavior in official dealings.

140. (B) Rule 5
Rule 5 of the Central Civil Services (Conduct) Rules, 1964 deals with taking part in politics and elections. It explicitly prohibits government servants from being members of, or associated with, any political party or political movement, or taking part in canvassing or election campaigns for any candidate.

141. (A) Immediately disassociate himself and cease membership
Under Rule 6 of the Central Civil Services (Conduct) Rules, 1964, if an association joined by a Government servant is later declared unlawful or prejudicial to sovereignty, public order, or morality, the employee is legally obligated to disassociate himself immediately and cease all membership activities with that organization.

142. (A) II and III only
Organizing a strike during official hours violates Rule 7, and canvassing votes for an election candidate violates Rule 5 of the Central Civil Services (Conduct) Rules, 1964. Unpaid cultural participation and non-political academic thesis writing are permissible, making actions II and III actionable misconduct under service rules.

143. (D) Strictly prohibited, constituting misconduct under service rules
Rule 22-A of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits any Government servant from employing a child below 14 years of age for work. Employing a minor child in domestic or commercial work constitutes illegal conduct and misconduct, making the employee liable for disciplinary proceedings.

144. (C) Lease, mortgage, purchase, gift, or inheritance
Explanation under Rule 18(1) of the Central Civil Services (Conduct) Rules, 1964 clarifies that immovable property acquired or held by a Government servant includes property acquired by way of purchase, sale, lease, mortgage, gift, inheritance, or trust, whether held in his own name or family members.

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145. (B) To prevent using political or external leverage for service matters
The primary objective of Rule 20 of the Central Civil Services (Conduct) Rules, 1964 is to prevent government employees from bringing political or outside influence to bear upon administrative authorities to further their personal service-related interests, such as securing choice transfers, preferred postings, or career promotions.

146. (D) Drunken and disorderly conduct in public or official quarters
Under Rule 3(1)(iii) of the Central Civil Services (Conduct) Rules, 1964, "unbecoming of a Government servant" includes offensive behavior such as drunken and disorderly conduct in public

125. (A) Marriage is allowed under personal law with valid grounds
Under Rule 21(2) of the Central Civil Services (Conduct) Rules, 1964, a Government servant seeking exemption to contract a second marriage must satisfy the Central Government that such marriage is permissible under applicable personal law and that valid grounds exist for granting such an exemption.

126. (C) Equal respect for all religions and political neutrality
Rule 3(1)(viii) of the Central Civil Services (Conduct) Rules, 1964 mandates that every Government servant shall maintain equal respect for all religions, promote secular values, and maintain strict political neutrality in all official actions and public interactions as an upright representative of the civil service.

127. (D) Holding an elective office in any commercial enterprise or private company
Rule 15(1) of the Central Civil Services (Conduct) Rules, 1964 requires previous sanction of the prescribed authority for holding elective office in any commercial enterprise or private company. Casual literary work, honorary charitable work, or civil service sports activities are permitted without prior sanction under specified conditions.

128. (A) I and II only
Under Rule 18(3) of the Central Civil Services (Conduct) Rules, 1964, transactions in movable property whose value exceeds two months' basic pay require intimation to the authority within one month. Prior sanction is not mandatory for all movable property transactions, making statement III incorrect.

129. (C) As prescribed in prevailing Toshakhana guidelines
Under Toshakhana rules read with Rule 13 of the Central Civil Services (Conduct) Rules, 1964, the retention threshold for foreign gifts received by government officials on official foreign visits is governed strictly by limits and procedures prescribed in prevailing Toshakhana guidelines issued by the Government.

130. (D) No, unauthorized communication of official documents is prohibited
Rule 11 of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits any Government servant from communicating official documents or unreleased information to any private citizen or unauthorized person, except when authorized under general or special government orders or statutory provisions like the RTI Act.

131. (A) Himself, his family, or his friends
Rule 3(1)(vii) of the Central Civil Services (Conduct) Rules, 1964 mandates that every Government servant shall refrain from using his official position or taking administrative decisions in order to derive financial or material benefits for himself, his family members, or his personal friends.

132. (C) Strictly prohibited as frequent share trading constitutes speculation
Under Rule 16(1) of the Central Civil Services (Conduct) Rules, 1964, day-trading and frequent buying or selling of shares are treated as speculation in stocks. Government servants are strictly prohibited from engaging in stock speculation, making day-trading in the stock market an actionable violation of service rules.

133. (A) Simple farewell function organized by colleagues
Under Rule 14 of the Central Civil Services (Conduct) Rules, 1964, receiving testimonials or attending meetings in one's honour requires prior government sanction. However, attending a simple, inexpensive farewell function organized by colleagues or staff on retirement or transfer is an exception where prior sanction is not required.

134. (A) Both A and R are true and R is the correct explanation of A
Submitting the Annual Immovable Property Return (IPR) within the statutory timeframe by 31st January is a mandatory obligation under Rule 18(1)(i). Failure to comply results in the denial of Vigilance Clearance, which directly prevents empanelment, deputation, and promotion of the defaulting government servant.

135. (C) Rule 19
Rule 19 of the Central Civil Services (Conduct) Rules, 1964 covers "Vindication of acts and character of Government servants". It lays down procedures and sanction requirements for recourse to courts or press when an official act or personal character is subjected to adverse public criticism.

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CHAPTER 05

Fundamental and Supplementary Rules (FR & SR)

1. Under the Fundamental Rules (FR), which of the following authorities possesses the inherent power to interpret the provisions of FR and SR in cases of ambiguity?
(A) The Department of Personnel and Training in consultation with the Ministry of Finance
(B) The Comptroller and Auditor General of India
(C) The Union Public Service Commission
(D) The Central Administrative Tribunal

2. Under FR 9(21)(a), which of the following components is explicitly included in the definition of 'Pay'?
(A) House Rent Allowance
(B) Travelling Allowance
(C) Non-Practising Allowance granted to medical officers
(D) Overtime Allowance

3. As per FR 9(6), which of the following periods CANNOT be treated as being on 'duty'?
(A) Period of Extraordinary Leave granted on private affairs without medical certificate
(B) Period spent on a recognized course of instruction or training during service
(C) Joining time allowed under the rules
(D) Period of suspension which is subsequently held to be completely unjustified

4. Under FR 9(7), 'Foreign Service' is defined as service in which a Government servant receives pay from any source other than:
(A) The Contingency Fund of India
(B) The Public Account of India
(C) The Autonomous Bodies under the Central Government
(D) The Consolidated Fund of India or the Consolidated Fund of a State or Union Territory

5. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A government servant drawing a fixed honorarium for special work of an occasional character cannot claim it as part of basic pay for pension calculation.
Reason R: An honorarium is a non-recurring or recurring remuneration granted from the Consolidated Fund of India for special work, which does not constitute 'Pay' under FR 9(21).
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. Under FR 9(4), 'Cadre' means the strength of a service or a part of a service sanctioned as a:
(A) Temporary establishment for a specific project
(B) Group of posts held by officers of equivalent rank across departments
(C) Separate unit for administrative convenience
(D) Unified pool of officers subject to transfer across autonomous bodies

7. Under the Fundamental Rules, what is the distinction between 'Fee' and 'Honorarium'?
(A) Fee is paid from the Consolidated Fund, whereas Honorarium is paid from non-government sources
(B) Fee is always recurring, whereas Honorarium is always a one-time penalty
(C) Fee requires the approval of the President, whereas Honorarium can be granted by any Head of Office without financial powers
(D) Fee is paid from a source other than the Consolidated Fund, whereas Honorarium is paid from the Consolidated Fund

8. Consider the following statements regarding the applicability of Fundamental Rules and Supplementary Rules (FR & SR):

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places, financial dishonour, moral turpitude, or actions bringing public disrepute to civil service administration and public office dignity.

147. (A) Presumed improper gift or gratification attracting disciplinary action
Under Rule 13 of the Central Civil Services (Conduct) Rules, 1964, accepting gifts or hospitality from a firm having official dealings with the employee's department without prior government sanction creates a presumption of improper gratification, making the employee subject to disciplinary proceedings for breach of conduct rules.

148. (C) Cancellation of allotment, eviction, penal fees, and disciplinary action
Under Rule 15-A of the Central Civil Services (Conduct) Rules, 1964, if a Government servant sublets allotted government residential accommodation, administrative actions include immediate cancellation of quarter allotment, eviction of unauthorized occupants, recovery of heavy penal license fees, and initiation of departmental disciplinary proceedings for service misconduct.

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149. (A) Two months' basic pay
Under Rule 18(3) of the Central Civil Services (Conduct) Rules, 1964, the monetary threshold requiring written intimation to the prescribed authority for transactions in movable property is linked directly to two months' basic pay of the concerned government servant, replacing earlier fixed flat monetary limits.

150. (D) Conduct Rules define obligations; CCA Rules provide penalty procedures
The Central Civil Services (Conduct) Rules, 1964 define code of conduct, duties, prohibitions, and behavioral obligations expected of government servants. The Central Civil Services (Classification, Control and Appeal) Rules, 1965 provide statutory procedures, penalty classifications, inquiry mechanisms, and appeal remedies for dealing with violations of these conduct rules.

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(B) At the cell in the higher level corresponding to pay in lower level without increment
(C) At the existing basic pay drawn in the lower post with complete withholding of pay until increment date
(D) At one stage below the existing lower pay scale stage until refixation on the increment date

16. What is the mathematical procedure for fixing pay on promotion under FR 22(I)(a)(1) in the 7th CPC Pay Matrix framework?
(A) Two notional increments are added directly in the promoted pay matrix level without lower level calculation
(B) The basic pay is increased by a flat fifteen percent across all pay matrix levels on assumption of charge
(C) The basic pay is fixed at the highest available cell of the promoted pay matrix level upon joining
(D) One increment is added in lower level, and pay fixed at equal or next higher cell in promoted level

17. When a government servant is reverted to a lower post on account of administrative grounds (not as a penalty), how is his pay fixed in the lower post under FR 22?
(A) Pay is fixed at the stage he would have reached had he not been promoted
(B) Pay is fixed at the minimum cell of the applicable lower post pay matrix level
(C) Pay is reduced by a flat twenty percent from the pay drawn in the higher post
(D) Pay is fixed at the mathematical average of the lower and higher post levels

18. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: Stepping up of pay of a senior officer to match that of a junior officer is permissible when the anomaly arises directly due to the exercise of option under FR 22(I)(a)(1).
Reason R: Stepping up is granted provided both senior and junior officers belong to the same cadre, the posts are identical, and the junior officer was drawing less or equal pay in the lower post before promotion.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

19. Under FR 26, which of the following periods does NOT count as qualifying service for drawing an annual increment?
(A) Period of Extraordinary Leave on private affairs without a medical certificate
(B) Period spent on duty including authorized training programs and official deputation assignments
(C) Period of Earned Leave duly sanctioned by the competent authority under leave rules
(D) Period spent on admissible joining time upon transfer between administrative stations

20. Following the implementation of the 7th CPC recommendations, on which dates are annual increments granted to central government employees under FR 26?
(A) 1st April and 1st October of every financial year across all government departments
(B) On the exact anniversary date of initial appointment for each individual employee
(C) 31st March of every financial year upon completion of annual performance review
(D) 1st January and 1st July, depending on the qualifying period completed

21. What is the minimum length of qualifying service required in a level between 2nd January and 1st July to be eligible for an annual increment on 1st July?
(A) 3 months
(B) 6 months
(C) 9 months
(D) 12 months

22. A Senior Vice-Principal was promoted to the post of Principal on 15th February 2023. She opted to get her pay fixed under FR 22(I)(a)(1) from the date of her next increment in the lower post, which was 1st July 2023. On 1st July 2023, her pay was refixed in the Principal scale. When will she be eligible for her next annual increment in the post of Principal?
(A) 1st January 2024
(B) 1st July 2024
(C) 15th February 2024
(D) 1st July 2025

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23. Under FR 26(b), Extraordinary Leave (EOL) taken under which of the following circumstances counts as qualifying service for increment?
(A) EOL granted for personal travel abroad or private recreational visits
(B) EOL granted to prepare for domestic competitive or academic examinations
(C) EOL granted for settling personal property disputes and legal matters
(D) EOL granted due to inability to join duty during civil commotion

24. If a government servant is granted EOL on medical grounds, does this period count towards annual increment under FR 26?
(A) Yes, provided a medical certificate is accepted by sanctioning authority
(B) No, EOL never counts for annual increment under any circumstances or conditions
(C) Yes, but strictly limited to an upper extent of thirty days in a calendar year
(D) Only if specifically sanctioned by the President of India on special request

25. Consider the following conditions for 'Stepping Up' of pay of a senior employee relative to a junior employee:
I. Both the senior and junior employees must belong to the same cadre and the posts to which they are promoted must be identical in the same cadre.
II. The scale of pay of the lower and higher posts should be identical.
III. The anomaly must be a direct result of the application of FR 22 or any other specific rule causing the junior to draw more pay.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

26. Under CCS (Joining Time) Rules 1979, joining time is granted to a government servant upon transfer in order to enable him to:
(A) Take a compulsory administrative vacation before resuming new official duties
(B) Join a new post at another station including preparation and travel time
(C) Prepare for mandatory departmental promotional examinations and evaluations
(D) Undertake short personal leave without exhausting regular Earned Leave credit

27. When a transfer does NOT involve a change of residence from one station to another, how much joining time is admissible?
(A) 1 day
(B) 2 days
(C) 5 days
(D) 10 days

28. Under CCS (Joining Time) Rules, what is the maximum joining time admissible where the transfer involves change of station and the distance between old and new headquarters is 1,000 km or less?
(A) 5 days
(B) 10 days
(C) 12 days
(D) 15 days

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29. What is the joining time admissible where the distance between old and new station exceeds 2,000 km, and travel is performed predominantly by rail?
(A) 10 days
(B) 12 days
(C) 15 days
(D) 20 days

30. If a government servant is transferred to a new post involving a distance of 1,500 km and travels by air (authorized), what is the maximum joining time allowable under the rules?
(A) 10 days
(B) 12 days
(C) 15 days
(D) 18 days

31. Is joining time admissible on initial appointment to government service for a candidate entering service for the first time?
(A) Yes, 10 days with full pay and allowances for travel preparation
(B) No, joining time with pay is not admissible on first appointment
(C) Yes, 5 days without pay but with full travel allowance reimbursement
(D) Yes, 12 days with half pay and proportionate allowances admissible

32. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: Unavailed joining time can be credited to the Earned Leave account of a government servant, subject to the overall ceiling

of cumulative Earned Leave.
Reason R: Joining time is treated as duty for all official purposes, including pay, allowances, and increment.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

33. Under CCS (Joining Time) Rules, joining time can be combined with which of the following kinds of leave?
(A) Any recognized leave except Extraordinary Leave
(B) Casual Leave granted for short personal urgent matters
(C) Compensatory Casual Leave earned for working on holidays
(D) Special Casual Leave granted for sporting or cultural events

34. What pay and allowances are drawn by a government servant while on joining time?
(A) Pay attached to the new post without any allowances or personal pay benefits
(B) Half pay drawn in the old post along with proportionate dearness allowance
(C) Pay drawn immediately before relinquishing charge of old post plus DA and HRA
(D) Subsistence allowance equivalent to fifty percent of basic pay plus local allowances

35. How is distance calculated for determining joining time eligibility when transferred between two stations?
(A) Distance between old and new headquarters by shortest route by normal locomotive
(B) Aerial distance between the municipal boundaries of the old and new stations
(C) Road distance as certified by the State Transport Authority or highway authority
(D) Total cumulative distance traveled including all personal detours made by officer

36. If a government servant on transfer does not join the new post within the permissible joining time and without extension from competent authority, how is the period of overstayal treated?
(A) It automatically counts as duty for all official purposes including pay fixation
(B) It is automatically converted into Study Leave by the competent leave sanctioning authority
(C) It is treated as extended joining time with half pay and proportionate allowances
(D) It is treated as willful absence from duty resulting in break in service unless regularized

37. Which authority is competent to extend joining time beyond the normal limits under the CCS (Joining Time) Rules?
(A) Immediate Head of Office controlling the administrative establishment
(B) Head of Department within prescribed delegated limits
(C) Pay and Accounts Officer having financial jurisdiction over the cadre
(D) Union Public Service Commission through formal statutory reference

38. Consider the following statements regarding Deputation under Central Government rules:
I. Deputation refers to the temporary transfer of an employee from one department/service to another outside the normal cadre.
II. Deputation Duty Allowance is paid as a percentage of basic pay subject to specified monetary ceilings.
III. The normal tenure of deputation is governed by guidelines issued by DoPT and cannot exceed 3 years under any circumstances.
IV. Deputation allowance is admissible even if the employee is promoted to a higher post on regular basis in the parent cadre while on deputation.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) I, II and IV only
(C) III and IV only
(D) I, II, III and IV

39. What is the rate of Deputation (Duty) Allowance admissible when the deputation is within the same station?
(A) 5% of basic pay, subject to the prescribed ceiling limit
(B) 10% of basic pay, subject to the prescribed ceiling limit
(C) 15% of basic pay
(D) 20% of basic pay

40. What is the rate of Deputation (Duty) Allowance admissible when the deputation involves a change of station?

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I. FR & SR apply to all government servants whose pay is debitable to the Civil Estimates of the Central Government.
II. FR & SR automatically apply to railway servants without any separate adoption by the Ministry of Railways.
III. Officers on deputation to central government departments from state governments are governed by FR & SR in respect of pay fixation and leave, subject to deputation terms.

Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

9. Under FR 9(22), 'Presumptive Pay' of a post means:
(A) The minimum pay cell of the applicable pay matrix level officially attached to the sanctioned cadre post establishment
(B) The pay to which a government servant is entitled on holding a post substantively and performing its duties
(C) The actual basic pay drawn by the immediate senior officer officiating within the same administrative cadre
(D) The average monthly basic pay drawn by a government servant during the preceding ten calendar months of service

10. A candidate is directly recruited as a Vice-Principal in a school under the Directorate of Education, GNCTD. During the probation period of two years, the officer undergoes mandatory institutional training. How is this training period treated under FR 9(6)?
(A) It is treated as Leave Not Due without pay for the entire duration of training
(B) It is treated as duty for all purposes including pay fixation and increment
(C) It is treated as joining time without any pay or allowances during the period
(D) It is treated as Extraordinary Leave on private affairs without pay allowances

11. Under FR 17(1), a government servant shall begin to draw the pay and allowances attached to a post from which date?
(A) From the date of assuming charge of the post in the forenoon
(B) From the date of official issue of the formal appointment order by competent authority
(C) From the first day of the calendar month immediately following the date of joining
(D) From the date of completion of physical verification of all original documents

12. If a government servant assumes charge of a new post on the afternoon of a working day, when does his pay in the new post commence under FR 17?
(A) On the same day in the forenoon
(B) On the first day of the next month
(C) On the following day
(D) On the date of issuance of the transfer order

13. Pay fixation on initial appointment to government service in an entry post is governed by which general principle under FR 22?
(A) Pay is fixed at the maximum cell of the applicable pay matrix level for the post
(B) Pay is fixed by adding two preliminary increments to the minimum cell of the level
(C) Pay is fixed based on last drawn pay in any private or public sector organization
(D) Pay is fixed at the minimum cell of the applicable level in the Pay Matrix

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14. Which of the following conditions must be satisfied for exercising the option of pay fixation under FR 22(I)(a)(1) upon promotion to a higher post carrying higher responsibilities?
I. The promotion must involve assumption of duties and responsibilities of greater importance.
II. The government servant must exercise the option within one month from the date of promotion.
III. The option allows pay fixation either from the date of promotion or from the date of next increment in the lower post.
IV. The option once exercised can be revised multiple times within one year of promotion.

Which of the above statement(s) is/are correct?
(A) I, II and III only
(B) I and III only
(C) II and IV only
(D) I, II, III and IV

15. Under FR 22(I)(a)(1), when a government servant opts to get his pay fixed from the date of his next increment in the lower post, how is his pay fixed on the actual date of promotion?
(A) At the minimum cell of the higher pay level until the date of next annual increment in the lower post

(C) Leave is granted directly by the Governor or President of India upon formal departmental representation
(D) Leave is granted by foreign employer out of earned leave, per parent government rules

49. Under FR 9(13), 'Lien' means:
(A) The title of a government servant to hold substantively a permanent post
(B) The right of a government servant to hold a higher temporary post on promotion in officiating capacity
(C) The temporary claim of an officer over an officiating post during absence of regular incumbent
(D) The financial allowance granted during period of suspension pending disciplinary proceedings

50. Consider the following statements regarding the retention of Lien under FR 13:
I. A permanent government servant retains a lien on the permanent post held by him substantively while performing duties of that post.
II. A government servant retains a lien while on foreign service or on deputation.
III. A government servant can hold substantive liens on two permanent posts simultaneously if approved by the Head of Department.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

51. Under what circumstances is the lien of a government servant suspended under FR 14?
(A) When appointed substantively to a post outside his cadre
(B) When he goes on Earned Leave for a period exceeding thirty consecutive days
(C) When he is transferred within the same cadre to another administrative station
(D) When he is placed under suspension pending formal disciplinary proceedings

52. Can a government servant's lien on a permanent post be terminated involuntarily without his written consent, except on grounds of confirmation in another permanent post or disciplinary dismissal?
(A) Yes, at the discretion of the Head of Office for administrative reasons
(B) Yes, if he remains on deputation outside parent cadre for more than one year
(C) Yes, by order of the competent Pay and Accounts Officer having jurisdiction
(D) No, lien cannot be terminated without confirmation elsewhere or severance

53. What happens to a government servant's lien when he is confirmed in another permanent post under the Central Government or State Government?
(A) He holds dual substantive lien on both permanent posts simultaneously on a permanent basis
(B) His original lien is automatically terminated from the date of such confirmation
(C) His original lien is kept under administrative suspension for a mandatory period of five years
(D) He must pay a prescribed administrative fee to retain his original lien in parent cadre

54. When a government servant whose lien was suspended returns to his parent cadre, what action is taken regarding his suspended lien?
(A) He loses his permanent status completely and reverts to temporary status
(B) He is treated as a fresh direct recruit without any past service benefits
(C) The suspension of lien is revoked and his original lien revives
(D) He is forced to take voluntary retirement under administrative rules

55. Under FR 14-A, can a government servant's lien be transferred from one permanent post to another in the same cadre?
(A) No, lien can never be transferred between permanent posts under any administrative circumstances
(B) Only with the prior concurrence of the Union Public Service Commission and Ministry of Finance
(C) Only if the employee pays a prescribed transfer fee and executes a formal bond with government
(D) Yes, the competent authority may transfer his lien to another permanent post in the same cadre

56. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: A government servant cannot be

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91. Does the leave encashed at the time of availing LTC count against or reduce the maximum ceiling of 300 days EL encashable at retirement under Rule 39?
(A) No, it does not deduct from the 300 days limit encashable at retirement
(B) Yes, it directly reduces the 300 days maximum limit encashable at retirement
(C) Yes, it reduces the retirement limit by fifty percent of LTC leave encashed
(D) Only if the total qualifying service rendered is less than twenty full years

92. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: Any kind of leave under CCS (Leave) Rules may be granted in combination with or in continuation of any other kind of leave, except as otherwise provided.
Reason R: Casual Leave is not recognized as a statutory leave under CCS (Leave) Rules and cannot be combined with regular leave like Earned Leave.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

93. Can Casual Leave (CL) be combined with Earned Leave or Half Pay Leave?
(A) Yes, with prior formal administrative permission of the Head of Office
(B) Yes, provided the total period of continuous absence does not exceed 10 days
(C) Yes, but only in genuine medical emergencies supported by civil surgeon note
(D) No, Casual Leave cannot be combined with any regular leave

94. Who is the Leave Sanctioning Authority for sanctioning Earned Leave up to 30 days to a Vice-Principal in a school under Directorate of Education GNCTD?
(A) The Pay and Accounts Officer having administrative jurisdiction over the department
(B) The Chief Minister of Delhi upon formal recommendation of the Education Secretary
(C) The Head of School under delegated administrative powers
(D) The Union Public Service Commission through formal statutory leave reference

95. Under administrative norms, what is the nature and purpose of 'Compensatory Off' (or Compensatory Casual Leave) granted to government staff?
(A) It is a statutory leave under CCS Leave Rules carrying full pensionary and increment service benefits
(B) An administrative concession for non-gazetted staff working on holidays
(C) It is an encashable leave granted to gazetted officers performing extra duty beyond office hours
(D) It is a discretionary statutory alternative to Study Leave for attending recognized evening colleges

96. Within what timeframe must a Compensatory Off earned by an employee generally be availed, as per general administrative instructions?
(A) Within 1 month from the date duty was performed on holiday
(B) Within 12 months from the date of earning the compensatory allowance credit
(C) Any time before superannuation retirement from active government service
(D) At the end of the academic session only upon Head of School approval

97. Can a Principal (Gazetted Officer Level-12) claim Compensatory Off for attending school on a Sunday for administrative work?
(A) No, Compensatory Off is not admissible to Gazetted Officers
(B) Yes, up to 5 days a month subject to sanction by immediate superior officer
(C) Yes, subject to formal written approval of the District Deputy Director of Education
(D) Yes, and it can be encashed at full basic pay along with applicable allowances

98. Under FR 53, what is the initial amount of Subsistence Allowance payable to a government servant under suspension?
(A) 100% of basic pay plus full dearness allowance and applicable house rent allowance
(B) 25% of basic pay without any dearness allowance or compensatory allowance
(C) An amount equal to half pay leave salary plus applicable DA
(D) Zero pay and allowances for the first three

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(D) EL is credited in proportion to the period of vacation prevented

65. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: Half Pay Leave (HPL) is credited at the rate of 10 days on the 1st of January and 10 days on the 1st of July every year.
Reason R: HPL is calculated on the basis of completed years of service and can be accumulated without any upper monetary or quantitative ceiling limit during the entire service career.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. Under Rule 29 of CCS (Leave) Rules, how many days of Half Pay Leave are credited for each completed year of service?
(A) 10 days
(B) 15 days
(C) 20 days
(D) 30 days

67. Under Rule 30 of CCS (Leave) Rules, 'Commuted Leave' is granted subject to which of the following mandatory conditions?
(A) Debited at twice the amount from the Half Pay Leave account
(B) Debited at equal number of days directly from the Half Pay Leave account
(C) Can only be granted to gazetted officers holding permanent administrative posts
(D) Can only be granted during official summer vacation or gazetted holidays

68. When Commuted Leave is granted on medical certificate, what expectation must the leave sanctioning authority have regarding the government servant?
(A) That the government servant will retire immediately after expiry of the leave
(B) That the government servant will apply for deputation outside the parent cadre
(C) That the government servant will be transferred to another administrative station
(D) That there is a reasonable prospect of the servant returning to duty on expiry

69. Up to what maximum limit can Commuted Leave be granted to a government servant WITHOUT a medical certificate during the entire service, if taken for an approved course of study certified to be in public interest?
(A) 90 days
(B) 120 days
(C) 180 days
(D) 240 days

70. What happens if a government servant who has been granted Commuted Leave resigns or voluntarily retires from service without returning to duty?
(A) The commuted leave is automatically converted into Earned Leave without any monetary recovery
(B) No recovery of leave salary or allowance is made under any administrative circumstances
(C) The leave is treated as Half Pay Leave and difference in leave salary is recovered
(D) He is subjected to departmental disciplinary proceedings and criminal prosecution

71. Consider the following conditions regarding Extraordinary Leave (EOL) under Rule 32 of CCS (Leave) Rules:
I. EOL is granted when no other leave is admissible under the rules.
II. EOL is granted when other leave is admissible, but the government servant applies in writing for the grant of EOL.
III. EOL carries full basic pay and DA, but no HRA.
IV. EOL granted on private affairs without medical certificate does not count as qualifying service for increment unless specifically relaxed under FR 26.
Which of the above statement(s) is/are correct?
(A) I, II and IV only
(B) I and III only
(C) II, III and IV only
(D) I, II, III and IV

72. Under Rule 43 of CCS (Leave) Rules, what is the maximum duration of Maternity Leave that may be granted to a female government servant with less than two surviving children?
(A) 90 days
(B) 120 days
(C) 135 days
(D) 180 days

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appointed substantively to a post on which another government servant holds a lien.
Reason R: Two government servants cannot hold substantive title (lien) to the same permanent post at the same time.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

57. Under Rule 7 of CCS (Leave) Rules 1972, leave CANNOT be claimed as a matter of:
(A) Privileged entitlement
(B) Right
(C) Service condition
(D) Discretionary reward

58. Under Rule 7(2) of CCS (Leave) Rules 1972, when the exigencies of public service so require, what power is vested in the leave sanctioning authority?
(A) Power to alter the species of leave requested by the employee without his explicit consent
(B) Power to refuse or revoke leave of any kind, but not alter the kind applied for
(C) Power to reduce the employee's basic pay as a financial penalty for applying for leave
(D) Power to convert Earned Leave into Extraordinary Leave arbitrarily without notice

59. Under CCS (Leave) Rules, what is the maximum period of continuous leave of any kind (including EOL) that can be granted to a government servant without presidential approval?
(A) 2 years
(B) 3 years
(C) 5 years
(D) 7 years

60. How is Earned Leave (EL) credited to the leave account of a government servant serving in a Non-Vacation Department?
(A) 30 days credited in advance on 1st January every year for all non-vacation staff
(B) 2.5 days credited at the end of every completed month of continuous qualifying service
(C) In two installments of 15 days each on the first day of January and July every year
(D) 10 days credited at the beginning of each academic quarter upon administrative review

61. A post of Principal in GNCTD school is classified under non-vacation staff, while teachers belong to vacation staff. If a Principal joins service on 1st April 2023, how many days of Earned Leave will be credited to his account for the half-year ending 30th June 2023?
(A) 15 days flat credit irrespective of the actual date of joining service
(B) 7.5 days rounded off to 8 days as per standard half-yearly rule
(C) 2.5 days for each completed month of service (totalling 5 days)
(D) 10 days credited on pro-rata basis subject to administrative approval

62. What is the maximum limit of cumulative Earned Leave that can be accumulated in the leave account of a Central Government servant under CCS (Leave) Rules?
(A) 180 days cumulative limit
(B) 240 days cumulative limit
(C) 300 days cumulative limit
(D) 365 days cumulative limit

63. In the case of school teachers serving in a Vacation Department who are permitted to avail full vacation, how is Earned Leave credited to their leave account under Rule 28 of CCS (Leave) Rules?
(A) They get 30 days EL per year automatically regardless of whether vacation is availed or not
(B) No EL if full vacation is availed; if prevented, EL is credited proportionately
(C) They get fifteen days Earned Leave per year irrespective of the length of vacation availed
(D) They get sixty days Earned Leave per year subject to compulsory service during vacation

64. If a teacher in a Vacation Department is prevented from availing himself of the full vacation due to official duties, how is EL calculated for the period of vacation prevented?
(A) 30 days flat Earned Leave is credited to the official leave account
(B) Double the vacation period prevented from being availed is credited as EL
(C) No credit of leave is given, only compensatory monetary allowance is paid

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recommendations implemented under CCS (Leave) Rules?
(A) 100% leave salary for first 365 days, 80% for next 365 days
(B) 100% of leave salary for all 730 days during the entire service career
(C) 50% of leave salary for all 730 days during the entire service career
(D) 80% of leave salary for first 365 days and 50% for next 365 days

83. Consider the following conditions governing the grant of Child Care Leave (CCL):
I. CCL cannot be granted in more than 3 spells in a calendar year.
II. CCL shall not ordinarily be granted during the probation period.
III. CCL cannot be combined with any other kind of leave under any circumstances.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

84. What is the minimum length of continuous service required for a government servant to be eligible for Study Leave under Rule 50 of CCS (Leave) Rules?
(A) 2 years
(B) 3 years
(C) 5 years
(D) 10 years

85. What is the maximum duration of Study Leave that may be granted to a government servant (other than CHS officers) at one time and during his entire service?
(A) 12 months at one time, 24 months in entire service
(B) 24 months at one time, 36 months in entire service
(C) 6 months at one time, 12 months in entire service
(D) 36 months at one time, 48 months in entire service

86. Which condition must be met for Study Leave to be sanctioned to a Vice-Principal or Principal under CCS (Leave) Rules?
(A) The course of study must be conducted exclusively in a recognized foreign university or international institute
(B) The officer must execute a written agreement agreeing to forfeit all past pensionary service benefits
(C) The course must directly relate to official duties and benefit government service
(D) The officer must have less than three years of service remaining before reaching compulsory superannuation

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87. What is the minimum period of service a government servant is required to execute a bond to serve the Government for, after returning from Study Leave?
(A) 1 year
(B) 3 years
(C) 5 years
(D) 7 years

88. Under Rule 39 of CCS (Leave) Rules, what is the maximum number of days of Earned Leave for which encashment is permissible at the time of superannuation retirement?
(A) 180 days
(B) 240 days
(C) 300 days
(D) 365 days

89. A Principal of a Delhi Government school superannuates after 35 years of service. On the date of retirement, he has 260 days of Earned Leave (EL) and 100 days of Half Pay Leave (HPL) in his credit. How is his leave encashment calculated under Rule 39?
(A) Encashment for 260 days Earned Leave only, forfeiting all Half Pay Leave credit
(B) Encashment for 260 days EL plus 40 days HPL to reach 300 days limit
(C) Encashment for 300 days Earned Leave plus 60 days Half Pay Leave automatically
(D) Encashment for 260 days EL and 100 days HPL without any cumulative limit

90. Can a government servant encash Earned Leave while in service upon availing Leave Travel Concession (LTC)?
(A) No, leave encashment during service is completely banned under all leave rules
(B) Yes, up to 10 days EL at a time, subject to a maximum of 60 days in career
(C) Yes, up to 30 days EL on every LTC occasion without any upper cumulative cap
(D) Yes, up to 100 days total cumulative EL encashment allowed during entire career

Reason R: FR 35 powers are exercised when an officer is appointed to officiate in a higher post without holding full charge or meeting full eligibility criteria for regular promotion.

In the light of the above statements, choose the correct answer from the options given below:

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

126. Under FR 49, when a government servant is appointed to hold combination of posts (additional charge of another independent post in the same office/department), what additional remuneration is admissible if the period exceeds 39 days?

(A) Double basic pay automatically for the entire period of additional charge
(B) Fifty percent of the basic pay of the lower post along with full allowances
(C) Additional pay as prescribed under DoPT guidelines subject to ceilings
(D) No additional pay under any circumstance regardless of duration of charge

127. Under FR 15, can a government servant be transferred from a higher post to a lower post on his own written request?

(A) No, transfer to a lower post on personal request is strictly illegal under service rules
(B) Yes, pay is fixed at the stage he would have reached had he not been promoted
(C) Yes, but his pay is reduced directly to entry level cell of the lower cadre pay matrix
(D) Yes, but he completely forfeits all past qualifying service rendered in higher post

128. Under FR 17-A, an unauthorized absence from duty by a government servant which is declared as 'dies-non' results in:

(A) Immediate suspension of substantive lien on permanent post
(B) Automatic dismissal from government service without departmental inquiry
(C) Mandatory recovery of fifty percent basic pay drawn for past five years
(D) Break in service for pension, increment and leave eligibility

129. What is the effect of treating a period of absence as 'dies-non' under FR 17-A on the employee's service record?

(A) It is not a penalty under CCS Rules, but period does not count for benefits
(B) It is a major penalty causing compulsory retirement under CCS (CCA) Rules framework
(C) It erases all accumulated earned leave credit standing in the leave account
(D) It automatically cancels government quarters allotment and residential license

130. Under FR 27, which authority possesses the power to grant premature increments or extra increments to a government servant?

(A) Head of Office controlling the school administrative unit
(B) Local School Management Committee chairperson and executive body
(C) President or Ministry of Finance as per delegated powers
(D) Pay and Accounts Officer having financial jurisdiction over cadre

131. Consider the following statements regarding 'Overpayment Recovery' from a government servant's pay under FR and financial rules:

I. Overpayments of pay and allowances made due to incorrect pay fixation can generally be recovered by the DDO.
II. As per Supreme Court guidelines (Rafiq Masih case), recovery from Group 'C' and Group 'D' employees after retirement or when excess payment was made for more than 5 years is impermissible in equity.
III. Recovery can never be waived under any circumstances even if the employee was not at fault.

Which of the statements given above are correct?

(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

132. Under FR 56(d), can a government servant under suspension be permitted to retire on superannuation upon reaching 60 years of age?

(A) No, retirement age is extended automatically until departmental inquiry concludes
(B) He is dismissed from government service on the date of superannuation automatically
(C) He is forced to submit voluntary resignation prior to reaching superannuation age

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months of suspension period

99. Under FR 53(1)(i), when a government servant remains under suspension for a period exceeding three months (90 days), what action can the competent authority take regarding the Subsistence Allowance?
(A) Increase it by up to 50% if delay is not attributable to employee
(B) Reduce it to zero unconditionally without issuing any show cause notice
(C) Increase it automatically to 100% of full salary and allowances drawn before
(D) Convert it into regular full salary retrospectively with retroactive effect

100. If the prolongation of suspension beyond 3 months is directly attributable to the deliberate delay caused by the suspended government servant, what can the competent authority do under FR 53?
(A) Dismiss the employee immediately without conducting any departmental inquiry
(B) Increase the subsistence allowance by twenty-five percent as administrative penalty
(C) Stop paying house rent allowance and transport allowance with immediate effect
(D) Reduce the allowance by an amount not exceeding 50% of initial allowance

101. Which mandatory certificate must be submitted monthly by a suspended employee before the release of monthly Subsistence Allowance under FR 53(2)?
(A) Certificate of physical fitness issued by an authorized civil surgeon or medical board
(B) Certificate that he is not engaged in any other employment or business
(C) Certificate of non-residence in government accommodation issued by quarter authority
(D) Certificate of non-conviction issued by a first-class judicial magistrate court

102. Consider the following statements regarding House Rent Allowance (HRA) during suspension under FR 53:
I. A suspended government servant continues to draw HRA based on the pay drawn before suspension, subject to submission of prescribed non-accommodation certificates.
II. HRA during suspension is calculated on the reduced subsistence allowance amount rather than pre-suspension basic pay.
III. The rate of HRA depends on the classification of the city (X, Y, Z) where the official headquarters are situated.
IV. HRA is completely withheld if the suspended officer leaves the station without permission.
Which of the above statement(s) is/are correct?
(A) I, III and IV only
(B) II and III only
(C) I and II only
(D) I, II, III and IV

103. When a government servant is fully exonerated of all charges upon conclusion of disciplinary proceedings, how is the period of suspension treated under FR 54?
(A) The period is treated as Extraordinary Leave without pay and allowances for all purposes
(B) The period is treated as Half Pay Leave and debited from the employee's HPL account
(C) The period is forfeited from total service credit and does not count for pension benefits
(D) The period is treated as duty, with full pay minus subsistence allowance paid

104. Under FR 54-A, if a government servant placed under suspension dies before the disciplinary proceedings or court proceedings are concluded, how is the suspension period treated?
(A) The period is treated as duty, and full pay is paid to his legal heirs
(B) The period is treated as Extraordinary Leave without pay for all service purposes
(C) No further pay or allowance payments are made to the surviving family members
(D) The matter is referred to the President for complete forfeiture of benefits

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105. Under FR 56(a), what is the age of compulsory superannuation retirement for Central Civil Services / Delhi Government school teachers and Principals?
(A) 58 years
(B) 60 years
(C) 62 years
(D) 65 years

106. As per FR 56(a), if a government servant's date of birth falls on the first day of a calendar month (e.g., 1st August), on which date does he retire on superannuation?
(A) On the afternoon of the last day of the same calendar month of birth
(B) On the afternoon of the last day of the preceding month
(C) On his exact birth anniversary date as

recorded in official service book
(D) On the fifteenth day of the birth month upon administrative clearance

107. If a government servant's date of birth is 15th August 1964, on what date will he retire on superannuation under FR 56(a)?
(A) 15th August 2024
(B) 31st August 2024
(C) 31st July 2024
(D) 1st September 2024

108. A teacher in a Delhi Government school was born on 1st January 1964. The Head of School prepares her service book verification for superannuation. On which date should her retirement order take effect under FR 56(a)?
(A) 31st January 2024
(B) 31st December 2023
(C) 1st January 2024
(D) 28th February 2024

109. Under FR 56(k) / Rule 48-A of CCS (Pension) Rules, a permanent government servant may seek Voluntary Retirement (VR) after completing how many years of qualifying service?
(A) 10 years
(B) 15 years
(C) 20 years
(D) 25 years

110. What is the mandatory notice period required to be given by a government servant seeking voluntary retirement under FR 56(k) / Rule 48-A?
(A) 1 month in writing
(B) 2 months in writing
(C) 3 months in writing
(D) 6 months in writing

111. Can a government servant withdraw his notice for Voluntary Retirement after submitting it to the competent authority?
(A) Yes, freely at any time prior to retirement without seeking administrative permission
(B) Yes, with prior approval of appointing authority before notice expiry
(C) No, notice once given can never be withdrawn under any administrative circumstances
(D) Only if specifically recommended by a duly constituted medical board authority

112. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: The appointing authority has the absolute right to retire a government servant in public interest by giving 3 months notice or 3 months pay in lieu under FR 56(j).
Reason R: FR 56(j) applies to government servants attaining specified age limits (50/55 years) to maintain efficiency and integrity in public administration.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

113. Under FR 56(j), what is the age threshold for reviewing Group 'A' and Group 'B' officers who entered service before attaining the age of 35 years?
(A) 50 years
(B) 55 years
(C) 58 years
(D) 60 years

114. If a government servant is retired in public interest under FR 56(j), is it treated as a disciplinary penalty under CCS (CCA) Rules?
(A) Yes, it is a major penalty under CCS CCA Rules
(B) Yes, it is a minor penalty under CCS CCA Rules
(C) No, it is not a penalty and carries no stigma
(D) Yes, it leads to mandatory forfeiture of pension

115. Under general rules governing re-employment of retired government servants, how is pay fixed upon re-employment in a civil post?
(A) Fixed at initial pay cell minus basic pension as per rules
(B) Fixed at the maximum cell of the pay matrix level attached to the re-employed civil post
(C) Fixed at double the last drawn basic pay prior to compulsory superannuation retirement
(D) Fixed as a flat non-revisionary monthly honorarium of Rs. 10,000 per calendar month

116. Can a re-employed pensioner draw House Rent Allowance (HRA) on his re-employed post?
(A) No, re-employed pensioners are completely ineligible for House Rent Allowance under

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rules
(B) Yes, but HRA is calculated strictly on the basic pension drawn before any commutation
(C) Only if he resides in government accommodation allotted specifically to re-employed staff
(D) Yes, HRA is calculated on basic pay before pension deduction

117. Under Supplementary Rules (SR) and government orders, into how many categories are cities classified for the purpose of granting House Rent Allowance (HRA)?
(A) Two categories (Metropolitan and Non-Metropolitan)
(B) Three categories (X, Y, Z)
(C) Four categories (A1, A, B1, B2)
(D) Five categories (Tier 1 to Tier 5)

118. Which classification category does Delhi (GNCTD) fall under for the purpose of HRA rate determination?
(A) Category 'Z'
(B) Category 'Y'
(C) Category 'X'
(D) Special Unclassified Category

119. What are the standard rates of House Rent Allowance (HRA) for X, Y, and Z class cities respectively under 7th CPC recommendations prior to DA crossing specified limits?
(A) 24%, 16%, 8%
(B) 30%, 20%, 10%
(C) 18%, 12%, 6%
(D) 20%, 15%, 10%

120. A newly appointed Vice-Principal resides in a house owned by his wife in Delhi (an 'X' class city). His wife is not a government employee and does not draw HRA. Is the Vice-Principal entitled to claim HRA under Supplementary Rules?
(A) Yes, provided he submits required ownership/residence declaration
(B) No, because the house is owned by his immediate family member residing at same station
(C) No, HRA is only granted for rented accommodation supported by official rent receipts
(D) Only 50% of the prescribed HRA rate is admissible for house owned by spouse

121. Under SR provisions, if both husband and wife are government servants sharing the same government accommodation allotted to one of them at the same station, who is eligible to draw HRA?
(A) Both husband and wife get full HRA independently for the accommodation
(B) Neither husband nor wife is eligible to draw HRA
(C) Only the spouse with higher basic pay gets HRA upon administrative sanction
(D) Both spouses get fifty percent HRA each subject to maximum ceiling limits

122. Under Supplementary Rules, what happens to HRA eligibility during Earned Leave up to 180 days?
(A) HRA is completely stopped after thirty days of continuous leave period without exception
(B) HRA continues to be paid at full rate without fresh certificates
(C) HRA is reduced by fifty percent for any leave period exceeding thirty days
(D) HRA is paid only if specifically certified and approved by Head of Department

123. Under SR/FR rules, is City Compensatory Allowance (CCA) currently payable to Central Government / GNCTD employees post 7th CPC?
(A) No, CCA has been abolished post 7th CPC
(B) Yes, at ten percent of basic pay across all qualifying stations
(C) Yes, but only in X class metropolitan cities for all categories of staff
(D) Yes, for non-gazetted staff only upon specific sanction by government

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124. Under FR 22-B, when a government servant is appointed to officiate in a post involving duties and responsibilities of greater importance, pay fixation is done under:
(A) FR 22-A
(B) FR 35
(C) FR 22(I)(a)(1)
(D) FR 49

125. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: Under FR 35, the Central Government / Competent Authority may fix the pay of an officiating government servant at an amount LESS than that admissible under FR 22.

73. Is Maternity Leave admissible to a female government servant in cases of miscarriage or abortion?
(A) No, maternity leave under rules is strictly restricted to live birth occasions only
(B) Yes, up to 45 days in entire service on medical certificate
(C) Yes, up to 180 days on each occasion of miscarriage upon sanction by authority
(D) Yes, up to 90 days only once during the entire service career of the employee

74. What is the leave salary payable to a female government servant during Maternity Leave under Rule 43?
(A) Half of the basic pay drawn immediately before proceeding on leave
(B) Equal to the pay drawn immediately before proceeding on leave
(C) Seventy-five percent of basic pay drawn along with Dearness Allowance
(D) Nil, as maternity leave is treated as leave without pay and allowances

75. A permanent female Vice-Principal in a Delhi Government school has one living child. She applies for Maternity Leave for her second pregnancy. The Leave Sanctioning Authority refuses the application stating that school exams are scheduled. Is the Principal's refusal legally sustainable under CCS (Leave) Rules?
(A) No, Maternity Leave under Rule 43 cannot be denied on operational grounds
(B) Yes, because leave cannot be claimed as a matter of right under Rule 7 provisions
(C) Yes, provided the refusal is formally approved by the Director of Education
(D) Yes, because she already has one surviving child residing with her family

76. Under Rule 43-A, what is the duration of Paternity Leave admissible to a male government servant with less than two surviving children?
(A) 7 days
(B) 10 days
(C) 15 days
(D) 30 days

77. Within what period from the date of delivery of the child must Paternity Leave be availed by an eligible male employee?
(A) Within 3 months
(B) Within 6 months
(C) Within 12 months
(D) Anytime during the child's minority

78. Given below are two statements: one is labelled as Assertion A and the other is labelled as Reason R.
Assertion A: If Paternity Leave is not availed within six months from the date of delivery of the child, it lapses and cannot be credited to the leave account.
Reason R: Paternity Leave is designed specifically for immediate child care and spousal support around the time of childbirth, and cannot be accumulated or encashed.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

79. Under Rule 43-C of CCS (Leave) Rules 1972, what is the maximum aggregate period of Child Care Leave (CCL) that a female government servant (or single male government servant) can avail during the entire service?
(A) 180 days
(B) 365 days
(C) 730 days
(D) 1000 days

80. Child Care Leave (CCL) can be granted for rearing or taking care of how many eldest surviving children?
(A) Only 1 child
(B) Up to 2 eldest surviving children
(C) Up to 3 children
(D) All surviving children without limit

81. Up to what age of the child can Child Care Leave (CCL) normally be granted?
(A) 12 years for all children regardless of physical or medical status
(B) 15 years for normal children and 20 years for disabled children
(C) 18 years (no age limit for a child with benchmark disability)
(D) 21 years across all categories of government employee dependents

82. What is the revised pay structure for Child Care Leave (CCL) following the 7th CPC

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(D) Yes, he retires on due date, but proceedings continue under Pension Rules

133. Under Rule 39-C of CCS (Leave) Rules, what leave encashment benefit is available to the family of a government servant who dies while in service?
(A) Encashment of Half Pay Leave credit only without any limit
(B) Encashment of Earned Leave at credit up to maximum 300 days
(C) No leave encashment benefit is paid to the surviving family members
(D) Lump sum compassionate payment of Rs. 10,000 only from relief fund

134. Under CCS (Leave) Rules, what is the maximum limit of 'Leave Not Due' (LND) that can be granted to a permanent government servant during his entire service?
(A) 180 days
(B) 240 days
(C) 360 days
(D) 500 days

135. How is 'Leave Not Due' (LND) debited in the leave account of a government servant?
(A) Debited directly from existing Earned Leave credit standing in leave account
(B) Debited as Extraordinary Leave without pay and allowances for all purposes
(C) Debited from future casual leave entitlement over subsequent calendar years
(D) Debited against Half Pay Leave likely to be earned subsequently

136. An Assistant Teacher who was appointed permanently on 1st January 2018 falls ill with a severe disease in 2023. She has exhausted all her Earned Leave and Half Pay Leave. Medical authorities certify that she will recover and resume duty. Up to how many days of Leave Not Due (LND) can be sanctioned to her on medical certificate under Rule 31?
(A) 90 days
(B) 180 days
(C) 360 days
(D) 730 days

137. Under CCS (Leave) Rules, Special Casual Leave up to how many days in a calendar year can be granted to government servants for participation in national/international sporting events?
(A) 10 days
(B) 30 days
(C) 60 days
(D) 90 days

138. Under Rule 43-B of CCS (Leave) Rules, 'Hospital Leave' is admissible to which category of government servants?
(A) All Group 'A' Officers performing administrative or executive duties
(B) Group 'C' staff handling dangerous machinery, for injury on duty
(C) Principals and Vice-Principals serving in government schools
(D) Retired government employees appointed on contract or re-employment

139. What is the maximum limit of 'Special Disability Leave' granted to a government servant disabled by injury intentionally inflicted in or in consequence of due performance of official duties under Rule 44?
(A) 12 months
(B) 24 months
(C) 36 months
(D) 48 months

140. Under FR 52, when does the pay and allowances of a government servant who is dismissed or removed from service cease?
(A) Thirty days after the date of issuance of formal dismissal order
(B) On the last day of the calendar month in which dismissal order is issued
(C) From the date of such dismissal or removal
(D) From the date of filing formal statutory appeal before appellate authority

141. Under Supplementary Rules, travelling allowance (TA) on transfer includes which of the following components for an officer?
(A) Only train or bus ticket fare for self and dependent family members
(B) CTG only without any allowance for personal baggage transportation
(C) Hotel stay bills and daily allowance for up to six months duration
(D) Personal travel fare, CTG, and personal effects transport charges

142. Following the 7th CPC recommendations, what is the standard rate of Composite Transfer Grant (CTG) payable on transfer involving change of station located beyond 20 km?
(A) 50% of last drawn basic pay

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ANSWERS

1. (A) The Department of Personnel and Training in consultation with the Ministry of Finance
Fundamental Rules and Supplementary Rules regulate the service conditions of executive officers under central civil posts. In situations involving statutory ambiguity or conflicting interpretations of these administrative provisions, the authority to issue official clarifications and binding operational interpretations rests with the Department of Personnel and Training operating in consultation with the Ministry of Finance.

2. (C) Non-Practising Allowance granted to medical officers
Under Fundamental Rule 9(21)(a), basic pay represents the remuneration sanctioned for a post held substantively or in an officiating capacity. In addition to basic remuneration, specific special allowances statutory in nature are explicitly classified as pay, including Non-Practising Allowance sanctioned to government medical officers to compensate for the prohibition against private medical practice during service.

3. (A) Period of Extraordinary Leave granted on private affairs without medical certificate
Fundamental Rule 9(6) defines periods spent in performing service obligations that count toward duty status. Recognized instruction courses, mandatory joining time, and unjustified suspension periods are legally treated as duty. Conversely, Extraordinary Leave granted for private affairs without an accompanying medical certificate lacks duty character and cannot be counted as period spent on duty.

4. (D) The Consolidated Fund of India or the Consolidated Fund of a State or Union Territory
Foreign Service is statutory term under Fundamental Rule 9(7) describing an arrangement where a government official renders service with an employer while retaining service links with the parent cadre. The essential legal criterion defining Foreign Service is that remuneration is drawn from sources other than the Consolidated Fund of India, States, or Union Territories.

5. (A) Both A and R are true and R is the correct explanation of A
Honorarium represents a non-recurring or recurring monetary payment granted from the Consolidated Fund as remuneration for special work of an occasional or intermittent nature. Because an honorarium is governed outside the definition of basic pay under Fundamental Rule 9(21), fixed honoraria drawn for special work cannot be included in basic emoluments for calculating pension.

6. (C) Separate unit for administrative convenience
Under Fundamental Rule 9(4), a cadre refers to the total strength of a service, or a specific part of a service, sanctioned as a separate administrative unit. The establishment of distinct cadres provides administrative structure for managing appointments, seniority, and promotional avenues for public servants assigned to designated government organizational units.

7. (D) Fee is paid from a source other than the Consolidated Fund, whereas Honorarium is paid from the Consolidated Fund
The statutory distinction between a fee and an honorarium lies in the financial source from which payment is drawn. A fee is remuneration paid to a government servant from a non-government source or fund other than the Consolidated Fund, whereas an honorarium is granted directly from the Consolidated Fund for special work.

8. (B) I and III only
Fundamental Rules and Supplementary Rules apply automatically to civil employees whose pay is debitable to Civil Estimates of the Central Government and officers on deputation from state cadres subject to deputation terms. Railway servants are governed by separate railway establishment codes and rules, so central rules do not apply to them automatically without formal adoption.

9. (B) The pay to which a government servant is entitled on holding a post substantively and performing its duties
Under Fundamental Rule 9(22), presumptive pay denotes the basic pay to which a public

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(B) The Pay and Accounts Officer having financial jurisdiction over the school unit
(C) The Head of Department / Competent Administrative Authority
(D) The local Sub-Divisional Magistrate having revenue jurisdiction over the area

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time. However, Extraordinary Leave taken on private affairs without an accompanying medical certificate does not count toward annual increments unless the competent authority explicitly grants relaxation under rules.

20. (D) 1st January and 1st July, depending on the qualifying period completed
Following the implementation of the 7th Central Pay Commission recommendations, annual increments under Fundamental Rule 26 are granted on two uniform dates, namely 1st January and 1st July of each year. The applicable date for an employee depends on the date of appointment, promotion, or completion of six months qualifying service.

21. (B) 6 months
Under Fundamental Rule 26 and revised pay rules, an employee must complete a minimum qualifying service period of six months in a pay level between 2nd January and 1st July to become eligible for drawing an annual increment on 1st July. Periods shorter than six months defer increment eligibility to the next date.

22. (A) 1st January 2024
When pay refixation on promotion takes effect on 1st July 2023 under Fundamental Rule 22(I)(a)(1), the employee completes six months of continuous qualifying service in the higher level between 1st July and 31st December. Consequently, the officer becomes eligible for the next annual increment in the promoted post on 1st January 2024.

23. (D) EOL granted due to inability to join duty during civil commotion
Under Fundamental Rule 26(b), Extraordinary Leave normally does not count for increments. However, Extraordinary Leave granted due to civil commotion or natural calamities, where the employee was prevented from joining duty despite reasonable effort, is explicitly permitted to count as qualifying service for the purpose of granting annual increments.

24. (A) Yes, provided a medical certificate is accepted by sanctioning authority
Under Fundamental Rule 26, Extraordinary Leave granted on medical grounds counts as qualifying service for annual increments provided an acceptable medical certificate issued by an authorized medical authority is submitted and accepted by the leave sanctioning authority. Medical incapacity validates the leave period for increment calculations without forfeiture.

25. (D) I, II and III
Stepping up of pay requires fulfillment of conditions including identical lower and higher post cadres, identical pay scales, and a pay anomaly arising directly from rule applications such as Fundamental Rule 22. All specified criteria must be satisfied simultaneously to remove pay disparity between senior and junior cadre members.

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26. (B) Join a new post at another station including preparation and travel time
Under Central Civil Services (Joining Time) Rules 1979, joining time is granted to a government servant transferred in public interest to enable joining a new post at a different station. This administrative period covers necessary preparation, packing of household goods, and travel time required between old and new headquarters.

27. (A) 1 day
Under Central Civil Services (Joining Time) Rules, when a transfer within the same station or between stations does not involve a change of residence, the admissible joining time is restricted to one day. Handing over and taking over charge are completed within this single day without additional preparation travel allowance.

28. (B) 10 days
Under Central Civil Services (Joining Time) Rules, when a transfer involves a change of station and residence, joining time is determined based on distance. Where the distance between old and new headquarters is 1,000 kilometers or less, the maximum admissible joining time period allowed for preparation and transit is 10 days.

29. (C) 15 days
Under Central Civil Services (Joining Time) Rules, when transfer to a new station involves a distance exceeding 2,000 kilometers and travel is predominantly performed by rail, the maximum admissible joining time allowed is 15 days. This period incorporates preparation days alongside the actual journey duration required across long distances.

servant would be entitled if holding a sanctioned cadre post substantively and performing its associated official duties. Presumptive pay serves as the foundational financial reference for calculating officiating pay, cadre allowances, and promotional pay fixations under rules.

10. (B) It is treated as duty for all purposes including pay fixation and increment
Under Fundamental Rule 9(6), mandatory institutional training undergone by a direct recruit during the probation period is explicitly classified as duty. Consequently, the probationer remains entitled to full service benefits, including pay fixation, allowance admissibility, and the counting of the training period for regular annual increments and continuous qualifying service.

11. (A) From the date of assuming charge of the post in the forenoon
Under Fundamental Rule 17(1), a government servant commences drawing the pay and allowances attached to a post from the date of assuming official charge of that post, provided charge is taken in the forenoon. The assumption of duties establishes the operational commencement date for financial entitlement and service progression.

12. (C) On the following day
Under Fundamental Rule 17, when a government servant assumes official charge of a new appointment in the afternoon of a working day, entitlement to the pay and allowances of the new post begins on the following day. The relinquished post covers financial entitlement for the day on which charge was transferred afternoon.

13. (D) Pay is fixed at the minimum cell of the applicable level in the Pay Matrix
Under Fundamental Rule 22, initial pay fixation for direct recruits entering government service in an entry-level post is governed by the basic minimum cell of the applicable level in the Pay Matrix. This standard entry-level fixation applies uniformly unless statutory provisions or special recruitment rules explicitly provide for higher initial start.

14. (A) I, II and III only
Pay fixation on promotion under Fundamental Rule 22(I)(a)(1) requires that the promotion involves higher duties and responsibilities. The officer must exercise the pay fixation option within one month from promotion, choosing fixation from the promotion date or next increment date in the lower post. An option exercised once remains final and cannot be revised repeatedly.

15. (B) At the cell in the higher level corresponding to pay in lower level without increment
Under Fundamental Rule 22(I)(a)(1), when an employee opts for pay fixation from the next increment date in the lower post, initial pay on promotion is set at the cell in the higher level corresponding to existing lower-level pay. Full promotional pay fixation, including the promotional increment, is executed on the subsequent increment date.

16. (D) One increment is added in lower level, and pay fixed at equal or next higher cell in promoted level
In the 7th Central Pay Commission Pay Matrix framework, pay fixation on promotion under Fundamental Rule 22(I)(a)(1) involves adding one notional increment in the existing lower level matrix. The resulting pay is then placed at the cell equal to or immediately higher than that amount in the promoted level pay matrix.

17. (A) Pay is fixed at the stage he would have reached had he not been promoted
When a government servant is reverted to a lower post on administrative grounds rather than as a penalty, pay in the lower post is protected under Fundamental Rule 22. Pay is fixed at the exact stage or cell the employee would have attained in the lower post had the promotion not taken place.

18. (A) Both A and R are true and R is the correct explanation of A
Stepping up of pay is permissible when a senior officer draws less basic pay than a junior officer due to the junior exercising an option under Fundamental Rule 22(I)(a)(1). This relief requires that both officers belong to the same cadre, occupy identical posts, and the senior was drawing higher or equal pay previously.

19. (A) Period of Extraordinary Leave on private affairs without a medical certificate
Under Fundamental Rule 26, periods that count as qualifying service for drawing annual increments include duty, sanctioned leave with pay, deputation, and authorized joining

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40. (B) 10% of basic pay, subject to the prescribed ceiling limit
When deputation involves a transfer to a post at a different station requiring a change of official headquarters, Deputation (Duty) Allowance is payable at the rate of 10 percent of basic pay, subject to the maximum monetary ceiling limit per month established under extant guidelines.

41. (B) 5%
Deputation to an organization situated within the same station entitlement rate is 5 percent of basic pay per month, subject to the maximum ceiling limit fixed by government orders. Since both the parent department and the borrowing organization operate within the same station, the applicable allowance rate remains 5 percent.

42. (B) A service under a body corporate owned or controlled by the Government
Under Fundamental Rule 110, transfer of a public servant to Foreign Service requires individual consent. However, explicit exception applies when transfer is made to a body corporate, public enterprise, or statutory organization completely owned or controlled by the Government, where consent is not mandatory for enforcing public interest transfers.

43. (A) The Foreign Employer, unless agreed otherwise
During Foreign Service, primary responsibility for paying pension contributions and leave salary contributions to the Consolidated Fund of India lies with the borrowing foreign employer. These contributions preserve pensionary service rights and leave accruals of the officer during the foreign service tenure, unless specifically agreed otherwise by government.

44. (A) Both A and R are true and R is the correct explanation of A
A permanent government servant in Foreign Service remains subject to the disciplinary framework of the parent cadre because Foreign Service does not sever the underlying employment contract or terminate the substantive lien. The parent authority retains ultimate jurisdiction over disciplinary proceedings and cadre control throughout the assignment.

45. (D) Commences on the date of relief from parent post and ends on the date of re-joining the parent post
Under Foreign Service regulations, the foreign service period officially commences on the date the government servant is relieved from charge of the parent cadre post. The foreign service period concludes on the date the officer formally rejoins charge of a post in the parent cadre upon repatriation.

46. (C) Monthly basis
Under Fundamental Rule 115, contributions toward leave salary and pension payable in respect of a government servant on Foreign Service must be remitted to the public account on a monthly basis. Regular monthly remittances prevent accumulation of dues and ensure continuous accounting of pensionary liabilities.

47. (B) Simple penal interest at the rate prescribed by the Government
Under Fundamental Rule 115 and related financial instructions, if leave salary and pension contributions for a foreign service assignment are delayed beyond prescribed due dates, simple penal interest at government-prescribed rates is charged on overdue amounts for the period of delay until full remittance is received.

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48. (D) Leave is granted by foreign employer out of earned leave, per parent government rules
During Foreign Service, leave is granted to the officer by the borrowing foreign employer out of leave earned during foreign service. The quantum, conditions, and admissibility of leave remain regulated by the leave rules of the parent government, ensuring continuity of service conditions across deputation terms.

49. (A) The title of a government servant to hold substantively a permanent post
Under Fundamental Rule 9(13), lien represents the legal title of a government servant to hold substantively a permanent post, including a permanent post held previously, to which the officer has been appointed on a permanent basis. Lien guarantees security of tenure and rights to return to parent posts.

50. (A) I and II only
A government servant retains lien on a permanent post while performing its duties, during foreign service, deputation, or leave. Under service

30. (B) 12 days
Under Central Civil Services (Joining Time) Rules, when a government servant is transferred to a station located at a distance exceeding 1,000 kilometers and performs the journey predominantly by authorized air travel, the maximum joining time admissible is restricted to 12 days, combining standard preparation time with expedited air travel.

31. (B) No, joining time with pay is not admissible on first appointment
Joining time with pay and allowances is designed specifically for existing government servants transferred in public interest. Candidates entering government service upon initial direct appointment are not entitled to joining time with pay, as service obligations and financial entitlements commence only upon actual assumption of official charge at the station.

32. (B) Both A and R are true but R is not the correct explanation of A
Unavailed joining time can be credited to the Earned Leave account of a government servant subject to overall leave accumulation ceilings. Additionally, joining time is treated as duty for pay, allowances, and increment purposes. While both statements are correct, duty status does not directly explain the specific leave crediting mechanism.

33. (A) Any recognized leave except Extraordinary Leave
Under Central Civil Services (Joining Time) Rules, joining time may be combined with any regular recognized leave such as Earned Leave or Half Pay Leave. However, it cannot be combined with Extraordinary Leave or Casual Leave, as Casual Leave is not a statutory leave under the formal leave rules framework.

34. (C) Pay drawn immediately before relinquishing charge of old post plus DA and HRA
A government servant on joining time is entitled to draw joining time pay equivalent to the basic pay drawn immediately prior to relinquishing charge of the old post. Dearness Allowance, House Rent Allowance, and other compensatory allowances applicable to the old station continue during the admissible joining time period.

35. (A) Distance between old and new headquarters by shortest route by normal locomotive
Distance for determining joining time admissibility during transfer between stations is calculated based on the shortest route available between old and new headquarters using normal public conveyances or locomotives. Circuitous routes or private travel detours are excluded from the official mileage calculation used for joining time entitlement.

36. (D) It is treated as willful absence from duty resulting in break in service unless regularized
Overstaying joining time without prior extension or authorization from the competent authority is treated as willful absence from duty. Such unauthorized overstayal results in a statutory break in service and forfeiture of pay for the overstayed period, unless regularized by the competent authority through grant of admissible regular leave.

37. (B) Head of Department within prescribed delegated limits
Under Central Civil Services (Joining Time) Rules, the Head of Department possesses delegated administrative authority to extend joining time beyond standard limits in exceptional circumstances, such as transport disruption or severe personal illness. Extensions beyond delegated departmental powers require formal reference and concurrence from the administrative ministry.

38. (A) I and II only
Deputation involves temporary transfer outside the normal cadre, carrying Deputation Duty Allowance subject to monetary ceilings. Deputation tenure can be extended beyond three years with competent approval, and deputation allowance ceases if an employee receives regular promotion in the parent cadre while remaining on deputation outside the cadre.

39. (A) 5% of basic pay, subject to the prescribed ceiling limit
When an employee is appointed on deputation to a post situated within the same station as the parent cadre post, Deputation (Duty) Allowance is payable at the rate of 5 percent of basic pay, subject to the overall monthly ceiling limit prescribed under government instructions.

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(B) 80% of last drawn basic pay
(C) 100% of last drawn basic pay
(D) Fixed flat amount of Rs. 25,000

143. If a transfer occurs between two stations located within a distance of less than 20 km, what percentage of Composite Transfer Grant (CTG) is admissible under revised SR rules?
(A) Nil (or one-third basic pay if residence changes)
(B) Eighty percent of basic pay admissible across all categories of staff
(C) One hundred percent of basic pay along with full packing allowance
(D) Fifty percent of basic pay irrespective of whether residence changes

144. Consider the following statements regarding House Rent Allowance (HRA) during Study Leave under CCS (Leave) Rules:
I. HRA is admissible during Study Leave for the first 180 days at the rates applicable at the station from where the officer proceeded on leave.
II. HRA beyond 180 days during study leave requires submission of certificate that the officer continues to retain accommodation at the old station.
III. HRA during study leave is completely paid at double the normal rate.
IV. If the official is paid a study allowance/ stipend by an external body, HRA from government may be subject to adjustment rules.
Which of the above statement(s) is/are correct?
(A) I, II and IV only
(B) I and III only
(C) II and III only
(D) I, II, III and IV

145. Under FR 18, continuous absence from duty (with or without leave) exceeding which time limit may lead to termination of government service after following due procedure?
(A) 1 year
(B) 3 years
(C) 5 years
(D) 10 years

146. What is the effect of 'reversion' from an officiating higher post to a lower substantive post on grounds of administrative suitability on an officer's pay?
(A) Pay is reduced to the lowest entry cell in the lower post pay matrix level
(B) Pay remains frozen at the higher level permanently without future increments
(C) Pay is refixed in lower post at stage reached but for promotion
(D) Pay is reduced by fifty percent as a minor administrative penalty measure

147. Under FR 9(21)(a)(iii), any other emoluments specifically classified as 'pay' by the President fall under which category?
(A) Special Pay / Personal Pay
(B) Dearness Allowance granted for cost of living
(C) Compensatory Allowance granted for specific expenses
(D) Traveling Allowance granted for official journeys

148. A Vice-Principal is granted Personal Pay to protect his total pay upon transfer from a higher scale post in another autonomous organization to GNCTD service under specific protection rules. How is this Personal Pay treated during subsequent annual pay increments?
(A) It continues as a separate permanent allowance drawn during entire service
(B) It is doubled every year upon grant of annual increment in basic pay scale
(C) It is converted into House Rent Allowance at prescribed municipal rates
(D) It is absorbed in future increments of basic pay until fully absorbed

149. Under FR 22-A, when a government servant holding a post in a substantive or officiating capacity is appointed to another post carrying identical pay scale/level, how is his pay fixed?
(A) Granted two additional increments in the new post pay matrix level
(B) Fixed at the same cell or stage of pay drawn in old post
(C) Fixed at entry pay cell of the level irrespective of past drawn pay
(D) Fixed by adding ten percent bonus pay to existing basic pay drawn

150. Under Supplementary Rules, who among the following is the competent authority to declare an officer as Head of Office (HOO) for administrative and financial delegation in a government school?
(A) The School Management Committee Chairman holding local administrative authority

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rules, no officer can hold substantive lien on two permanent posts simultaneously under any circumstances, as lien attaches to a single permanent cadre post at any given time.

51. (A) When appointed substantively to a post outside his cadre
Under Fundamental Rule 14, the lien of a permanent government servant on a post is suspended when appointed substantively to a permanent post outside the cadre, or when appointed to officiate in another cadre where return to the parent post cannot immediately take place due to long tenure arrangements.

52. (D) No, lien cannot be terminated without confirmation elsewhere or severance
A government servant's lien on a permanent post cannot be terminated involuntarily without written consent, except where confirmed in another permanent post or subjected to formal service severance like dismissal. Lien protection guarantees fundamental tenure rights against arbitrary administrative cancellation during temporary postings or deputations.

53. (B) His original lien is automatically terminated from the date of such confirmation
When a government servant holding lien on a permanent post is subsequently confirmed in another permanent post under Central or State Government, the original lien on the previous post is automatically terminated from the date of confirmation, as dual substantive liens on permanent posts are legally prohibited.

54. (C) The suspension of lien is revoked and his original lien revives
When a government servant whose lien was suspended returns to the parent cadre upon completion of foreign service, deputation, or temporary assignment, the suspension order is revoked. The original lien on the permanent post automatically revives, restoring full substantive rights in the parent cadre establishment.

55. (D) Yes, the competent authority may transfer his lien to another permanent post in the same cadre
Under Fundamental Rule 14-A, the competent authority possesses statutory power to transfer the lien of a government servant from one permanent post to another permanent post within the same cadre, provided the employee meets prescribed qualifications and the operational needs of public service necessitate such administrative reassignment.

56. (A) Both A and R are true and R is the correct explanation of A
A public servant cannot be appointed substantively to a post on which another employee retains lien because two government servants cannot hold substantive title to the same permanent post simultaneously. Lien represents exclusive substantive claim, preventing concurrent substantive appointments to a single sanctioned permanent post.

57. (B) Right
Under Rule 7 of Central Civil Services (Leave) Rules 1972, leave cannot be claimed as a matter of right. The leave sanctioning authority retains operational discretion to refuse, revoke, or curtail leave applications whenever required by public service exigencies, maintaining public administrative efficiency and operational requirements.

58. (B) Power to refuse or revoke leave of any kind, but not alter the kind applied for
Under Rule 7(2) of Central Civil Services (Leave) Rules 1972, when public service exigencies dictate, the leave sanctioning authority has explicit power to refuse or revoke leave of any kind. However, the authority cannot alter the specific kind of leave requested without the employee's explicit written consent.

59. (C) 5 years
Under Central Civil Services (Leave) Rules, no government servant shall be granted continuous leave of any kind, including Extraordinary Leave, for a period exceeding five years, unless specifically sanctioned by the President of India under exceptional public interest considerations. Continuous absence beyond five years affects service continuity.

60. (C) In two installments of 15 days each on the first day of January and July every year
For government servants serving in Non-Vacation Departments, Earned Leave is credited in advance to their leave account in two equal installments of 15 days each on the 1st of January and 1st of July every year, subject to proportional reductions for periods of non-qualifying service.

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61. (C) 2.5 days for each completed month of service (totalling 5 days)
When an employee joins a non-vacation post during a half-year period, Earned Leave credit is calculated on a pro-rata basis at the rate of 2.5 days for each completed calendar month of service. For service rendered from April to June, leave calculation applies 2.5 days per completed month.

62. (C) 300 days cumulative limit
Under Central Civil Services (Leave) Rules, the maximum cumulative accumulation limit for Earned Leave standing at credit in the leave account of a Central Government servant is 300 days. Any leave credited beyond this ceiling at half-year intervals lapses unless utilized or managed under specific advance credit provisions.

63. (B) No EL if full vacation is availed; if prevented, EL is credited proportionately
Under Rule 28 of Central Civil Services (Leave) Rules, school teachers and personnel serving in Vacation Departments who avail full recognized annual vacation do not earn regular Earned Leave. If an employee is prevented from availing full vacation due to official duties, Earned Leave is credited proportionately for vacation prevented.

64. (D) EL is credited in proportion to the period of vacation prevented
When a member of a Vacation Department is prevented from availing full vacation owing to mandatory official duties, Earned Leave is credited to the leave account in exact mathematical proportion to the period of vacation prevented, calculated in accordance with formulas defined under Rule 28 of Leave Rules.

65. (A) Both A and R are true and R is the correct explanation of A
Half Pay Leave is credited in advance at the rate of 10 days on 1st January and 10 days on 1st July each year, based on completed years of service. Half Pay Leave accumulates continuously without any upper quantitative ceiling limit during the entire service career of a government servant.

66. (C) 20 days
Under Rule 29 of Central Civil Services (Leave) Rules, a government servant earns 20 days of Half Pay Leave for each completed year of continuous service. This leave is credited in advance installments of 10 days each on the first day of January and July of every calendar year.

67. (A) Debited at twice the amount from the Half Pay Leave account
Under Rule 30 of Central Civil Services (Leave) Rules, Commuted Leave is granted by debiting twice the number of days against the employee's Half Pay Leave account. Commuted Leave provides full leave salary during the leave period, effectively converting two half-pay days into one full-pay leave day.

68. (D) That there is a reasonable prospect of the servant returning to duty on expiry
When Commuted Leave is granted on medical certificate, the leave sanctioning authority must be satisfied that there is a reasonable prospect of the government servant returning to duty upon leave expiry. Satisfying this condition ensures proper utilization of leave salary entitlements before approving commuted medical leave.

69. (C) 180 days
Under Central Civil Services (Leave) Rules, Commuted Leave up to a maximum limit of 180 days may be granted without a medical certificate during the entire service career, provided the leave is utilized for pursuing an approved course of study certified by the authority as useful in public interest.

70. (C) The leave is treated as Half Pay Leave and difference in leave salary is recovered
If a government servant granted Commuted Leave resigns or voluntarily retires without returning to duty, the commuted leave is retroactively converted into Half Pay Leave. The financial difference between full leave salary drawn and half pay leave salary admissible is recovered from the employee's final dues.

71. (A) I, II and IV only
Extraordinary Leave is granted when no other leave is admissible or when requested in writing by the employee. It carries no pay or allowances. Extraordinary Leave taken on private affairs without a medical certificate does not count as qualifying service for annual increment unless specifically relaxed under Fundamental Rules.

72. (D) 180 days
Under Rule 43 of Central Civil Services (Leave) Rules, a female government servant with less

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than two surviving children may be granted Maternity Leave by the competent sanctioning authority for a maximum continuous period of 180 days. Maternity Leave covers essential pre-natal and post-natal medical care requirements associated with childbirth.

73. (B) Yes, up to 45 days in entire service on medical certificate
Under Rule 43 of Central Civil Services (Leave) Rules, Maternity Leave is admissible to female government servants in cases of miscarriage or abortion. Such leave is restricted to an aggregate maximum of 45 days during the entire service career, supported by a valid medical certificate from an authorized medical authority.

74. (B) Equal to the pay drawn immediately before proceeding on leave
During Maternity Leave granted under Rule 43, a female government servant is entitled to leave salary equal to the pay drawn immediately prior to proceeding on leave. Full pay and applicable allowances continue throughout the authorized maternity leave period without any reduction or debit from regular leave accounts.

75. (A) No, Maternity Leave under Rule 43 cannot be denied on operational grounds
Maternity Leave granted under Rule 43 of Central Civil Services (Leave) Rules constitutes a statutory protection for female employees meeting eligibility criteria. The authority cannot refuse Maternity Leave on operational grounds or examination schedules, overriding general leave refusal provisions contained in Rule 7 of the leave rules.

76. (C) 15 days
Under Rule 43-A of Central Civil Services (Leave) Rules, a male government servant with less than two surviving children may be granted Paternity Leave for a duration of 15 days during the confinement of his wife, supporting child care and spousal assistance around the time of childbirth.

77. (B) Within 6 months
Paternity Leave sanctioned under Rule 43-A must be availed by an eligible male government servant within six months from the date of delivery of the child. If the employee fails to utilize Paternity Leave within this mandatory six-month timeframe, the leave entitlement lapses and cannot be claimed.

78. (A) Both A and R are true and R is the correct explanation of A
Paternity Leave lapses if not utilized within six months from child delivery because it is specifically designed to provide immediate spousal support and newborn care. Since Paternity Leave cannot be accumulated or encashed, non-utilization within the prescribed six-month window results in complete lapse of the leave benefit.

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79. (C) 730 days
Under Rule 43-C of Central Civil Services (Leave) Rules 1972, a female government servant or single male government servant may be granted Child Care Leave for a maximum aggregate period of 730 days during the entire service career for taking care of up to two eldest surviving children.

80. (B) Up to 2 eldest surviving children
Child Care Leave under Rule 43-C is restricted to rearing or taking care of up to two eldest surviving children. The leave can be availed for child care needs such as examination preparation, illness, or personal care, provided the children fall within prescribed age eligibility criteria.

81. (C) 18 years (no age limit for a child with benchmark disability)
Child Care Leave can normally be granted for children up to 18 years of age. However, in the case of a child with a benchmark disability, no upper age limit applies, allowing eligible government servants to avail Child Care Leave for disabled offspring irrespective of their age.

82. (A) 100% leave salary for first 365 days, 80% for next 365 days
Following the implementation of 7th Central Pay Commission recommendations, Child Care Leave pay structure provides 100 percent of leave salary for the first 365 days of leave availed. For the subsequent 365 days of Child Care Leave, leave salary is paid at 80 percent of basic pay drawn.

83. (A) I and II only
Child Care Leave cannot be granted in more than 3 spells in a calendar year and is ordinarily not granted during the probation period except under exceptional circumstances. Child Care Leave can be combined with other regular leave

105. (B) 60 years
Under Fundamental Rule 56(a), the compulsory age of superannuation retirement for Central Civil Services employees, including Delhi Government school teachers, Vice-Principals, and Principals, is 60 years. Officials retire on the last day of the month in which they attain 60 years of age, subject to specific rule exceptions.

106. (B) On the afternoon of the last day of the preceding month
Under Fundamental Rule 56(a), if a government servant's date of birth falls on the first day of a calendar month, he retires on superannuation on the afternoon of the last day of the preceding month. This rule ensures completion of exactly 60 years of age on the date of retirement.

107. (B) 31st August 2024
Under Fundamental Rule 56(a), an employee whose date of birth is 15th August 1964 reaches 60 years of age in August 2024. Since the birth date falls mid-month, superannuation retirement takes effect on the afternoon of the last day of that birth month, which is 31st August 2024.

108. (B) 31st December 2023
Under Fundamental Rule 56(a), when an employee's date of birth is the 1st of a month (1st January 1964), superannuation retirement takes effect on the afternoon of the last day of the preceding month. Therefore, the retirement order takes effect on the afternoon of 31st December 2023.

109. (C) 20 years
Under Fundamental Rule 56(k) and Rule 48-A of CCS (Pension) Rules, a permanent government servant who has completed a minimum of 20 years of qualifying service may seek Voluntary Retirement from government service. Voluntary retirement grants full pensionary benefits calculated on qualifying service completed up to retirement.

110. (C) 3 months in writing
A government servant seeking Voluntary Retirement under Fundamental Rule 56(k) or Rule 48-A must give a mandatory notice of at least three months in writing to the appointing authority. The three-month notice period enables the administration to process service records, clear dues, and make replacement arrangements.

111. (B) Yes, with prior approval of appointing authority before notice expiry
A government servant who has submitted a notice for Voluntary Retirement may withdraw the notice before the expiry of the notice period, provided prior written approval of the appointing authority is obtained. The appointing authority considers administrative requirements before granting permission to withdraw voluntary retirement notices.

112. (A) Both A and R are true and R is the correct explanation of A
Under Fundamental Rule 56(j), the appointing authority possesses the absolute right to retire a government servant in public interest by giving three months notice or pay in lieu. This review occurs at specified age thresholds (50/55 years) to maintain administrative efficiency, integrity, and overall public service standard.

113. (A) 50 years
Under Fundamental Rule 56(j), Group 'A' and Group 'B' officers who entered government service before attaining the age of 35 years undergo administrative service review upon attaining 50 years of age. Officials deemed unsuited for continued public service may be prematurely retired in public interest following review committee recommendations.

114. (C) No, it is not a penalty and carries no stigma
Premature retirement under Fundamental Rule 56(j) in public interest is an administrative measure rather than a disciplinary penalty under CCS (CCA) Rules. It carries no administrative stigma or penal consequence, and the retired official remains entitled to full accrued pensionary and retirement benefits based on completed service.

115. (A) Fixed at initial pay cell minus basic pension as per rules
Upon re-employment of a retired government pensioner in a civil post, pay fixation is governed by Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders. Initial pay is fixed at the minimum cell of the applicable pay level, deducting the basic pension drawn from past government service.

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95. (B) An administrative concession for non-gazetted staff working on holidays
Compensatory Off (or Compensatory Casual Leave) is an administrative concession granted to non-gazetted government employees who are formally directed to perform official duties on Sundays or gazetted public holidays. It provides time off in lieu of extra duty rendered, operating outside statutory pensionable leave provisions.

96. (A) Within 1 month from the date duty was performed on holiday
As per general administrative instructions, Compensatory Off earned by a non-gazetted employee for working on a holiday must normally be availed within one month from the date on which such holiday duty was performed. Unavailed compensatory credits lapse after the expiry of the prescribed one-month window.

97. (A) No, Compensatory Off is not admissible to Gazetted Officers
Compensatory Off is an administrative concession restricted exclusively to non-gazetted staff members. Gazetted Officers, including School Principals, are expected to perform official administrative duties whenever public service requires, without any regulatory entitlement to claim Compensatory Off or financial compensation for working on Sundays or gazetted public holidays.

98. (C) An amount equal to half pay leave salary plus applicable DA
Under Fundamental Rule 53, a government servant under suspension is entitled to receive an initial Subsistence Allowance equal to the leave salary drawn during Half Pay Leave. Dearness Allowance based on such half pay leave salary and applicable compensatory allowances are also paid, provided non-employment conditions are certified.

99. (A) Increase it by up to 50% if delay is not attributable to employee
Under Fundamental Rule 53(1)(i), when suspension exceeds three months, the competent authority reviews the case. If the continuation of suspension is not directly attributable to the suspended employee, the Subsistence Allowance may be increased by up to 50 percent of the initial allowance amount drawn during the first three months.

100. (D) Reduce the allowance by an amount not exceeding 50% of initial allowance
Under Fundamental Rule 53, if the prolongation of suspension beyond three months is directly attributable to deliberate delay or non-cooperation by the suspended government servant, the competent authority may reduce the Subsistence Allowance by an amount not exceeding 50 percent of the initial subsistence allowance originally granted during the first three months.

101. (B) Certificate that he is not engaged in any other employment or business
Under Fundamental Rule 53(2), the monthly release of Subsistence Allowance to a suspended government servant is strictly conditional upon submitting a formal non-employment certificate every month. The official must formally certify that he is not engaged in any other private employment, business, profession, or gainful occupation during the suspension period.

102. (A) I, III and IV only
During suspension, House Rent Allowance continues to be paid based on the pre-suspension basic pay rather than reduced subsistence allowance, subject to submitting required residence certificates. HRA depends on city classification (X, Y, Z) and is completely withheld if the suspended officer leaves official headquarters without administrative permission.

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103. (D) The period is treated as duty, with full pay minus subsistence allowance paid
Under Fundamental Rule 54, when a suspended government servant is fully exonerated of all disciplinary charges, the suspension period is treated as duty for all service purposes. The employee receives full pay and allowances for the period, subject to deducting the subsistence allowance payments already disbursed during suspension.

104. (A) The period is treated as duty, and full pay is paid to his legal heirs
Under Fundamental Rule 54-A, if a government servant under suspension dies before disciplinary or court proceedings are concluded, the suspension period is automatically treated as duty. Full pay and allowances for the entire suspension period, minus subsistence allowance drawn, are paid to the deceased official's legal heirs.

126. (C) Additional pay as prescribed under DoPT guidelines subject to ceilings
Under Fundamental Rule 49, when a government servant is appointed to hold combination of posts (additional charge of another independent post), additional pay is admissible if the period exceeds 39 days. The quantum of additional pay is regulated as a percentage under DoPT guidelines, subject to prescribed ceiling limits.

127. (B) Yes, pay is fixed at the stage he would have reached had he not been promoted
Under Fundamental Rule 15, a government servant may be transferred to a lower post upon written personal request. In such cases, pay in the lower post is fixed at the stage or cell the official would have attained had the promotion to the higher post not taken place.

128. (D) Break in service for pension, increment and leave eligibility
Under Fundamental Rule 17-A, an unauthorized absence from duty declared as 'dies-non' results in a statutory break in service. The period of 'dies-non' does not count as qualifying service for drawing annual increments, accruing regular leave, or computing pensionary entitlement benefits upon ultimate retirement from public service.

129. (A) It is not a penalty under CCS Rules, but period does not count for benefits
Declaring a period of unauthorized absence as 'dies-non' under Fundamental Rule 17-A is an administrative consequence rather than a disciplinary penalty under CCS (CCA) Rules. However, the period during which 'dies-non' applies does not count for service benefits including annual increments, leave accrual, and pensionary qualifying service.

130. (C) President or Ministry of Finance as per delegated powers
Under Fundamental Rule 27, the power to grant premature increments or extra increments to a government servant is vested in the President or Ministry of Finance as per delegated financial powers. Subordinate authorities cannot grant advance increments without explicit sanction from the ministry holding delegated financial competence.

131. (A) I and II only
Overpayments made due to incorrect pay fixation can generally be recovered by Drawing and Discharging Officers. However, under Supreme Court rulings (Rafiq Masih case), recovery from Group C/D employees, retired staff, or excess payments extending beyond five years is impermissible in equity unless employee fraud or misrepresentation is established under service rules.

132. (D) Yes, he retires on due date, but proceedings continue under Pension Rules
Under Fundamental Rule 56(d), a government servant under suspension retires on superannuation upon attaining 60 years of age on his normal retirement date. Departmental or judicial proceedings pending against the official do not stop retirement, but continue after superannuation under provisions of Central Civil Services Pension Rules.

133. (B) Encashment of Earned Leave at credit up to maximum 300 days
Under Rule 39-C of Central Civil Services (Leave) Rules, if a government servant dies while in service, the family of the deceased official is entitled to receive cash equivalent of Earned Leave standing at credit in the leave account, up to a maximum limit of 300 days calculated on basic pay.

134. (C) 360 days
Under Central Civil Services (Leave) Rules, the maximum limit of 'Leave Not Due' (LND) that can be granted to a permanent government servant during his entire service career is 360 days. Grant of LND requires reasonable expectation that the employee will return to duty to earn leave.

135. (D) Debited against Half Pay Leave likely to be earned subsequently
'Leave Not Due' (LND) is an advance leave facility granted when no regular leave is at credit. Under leave rules, LND is debited against the Half Pay Leave that the government servant is likely to earn subsequently upon returning to active duty and rendering further continuous qualifying service.

136. (C) 360 days
Under Rule 31 of Central Civil Services (Leave) Rules, a permanent government servant who has

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116. (D) Yes, HRA is calculated on basic pay before pension deduction
A re-employed pensioner drawing pay in a re-employed post is eligible to receive House Rent Allowance calculated on the full basic pay attached to the re-employed post before any deduction of pension. Admissible allowances are computed on gross prescribed pay scale levels independent of pension deduction mechanisms under rules.

117. (B) Three categories (X, Y, Z)
Under Supplementary Rules and post-7th Central Pay Commission orders, cities across India are classified into three distinct categories for granting House Rent Allowance, designated as X, Y, and Z class cities. This urban classification is determined based on official population census data of municipal urban agglomerations across states.

118. (C) Category 'X'
For the purpose of determining House Rent Allowance entitlement rates under Supplementary Rules, the National Capital Territory of Delhi (GNCTD) is classified under Category 'X' (formerly qualifying as A-1 class city). Category 'X' covers major qualifying metropolitan cities carrying the highest percentage rate of House Rent Allowance.

119. (A) 24%, 16%, 8%
Following 7th Central Pay Commission implementation, initial standard House Rent Allowance rates were fixed at 24 percent for X class cities, 16 percent for Y class cities, and 8 percent for Z class cities, subject to prospective upward revisions when Dearness Allowance crosses specified percentage thresholds under government orders.

120. (A) Yes, provided he submits required ownership/residence declaration
Under Supplementary Rules, an employee residing in a house owned by a spouse who is not a government servant and does not claim HRA is entitled to draw HRA at prescribed rates. Entitlement requires submitting the standard residence and property ownership declaration certified by the competent Head of Office.

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121. (B) Neither husband nor wife is eligible to draw HRA
Under Supplementary Rules governing House Rent Allowance, when both husband and wife are government servants sharing government accommodation allotted to either of them at the same station, neither spouse is eligible to draw HRA. Government quarter allotment disentitles both working spouses from claiming private house rent allowance benefits.

122. (B) HRA continues to be paid at full rate without fresh certificates
Under Supplementary Rules, House Rent Allowance continues to be paid at full admissible rates during Earned Leave up to 180 days without requiring fresh rent certificates or property declarations. Leave up to 180 days maintains residential allowance entitlement continuity for public servants residing at official headquarters.

123. (A) No, CCA has been abolished post 7th CPC
City Compensatory Allowance (CCA) was completely abolished across all government departments and employee categories following the implementation of the 7th Central Pay Commission recommendations. Consequently, no City Compensatory Allowance is currently payable to Central Government or GNCTD staff operating in any urban classification station across the country.

124. (C) FR 22(I)(a)(1)
Under Fundamental Rule 22-B, when a government servant is appointed to officiate in a higher post involving duties and responsibilities of greater importance, pay fixation is executed under Fundamental Rule 22(I)(a)(1). This provision grants promotional pay protection and applicable notional increments in the higher pay level matrix.

125. (A) Both A and R are true and R is the correct explanation of A
Under Fundamental Rule 35, the competent authority may restrict officiating pay to an amount lower than normal promotion pay under Fundamental Rule 22. This financial restriction applies when an officer officiates in a higher post without meeting full regular eligibility criteria or without assuming full regular charge.

types, making the third statement incorrect under established leave rules.

84. (C) 5 years
Under Rule 50 of Central Civil Services (Leave) Rules, a government servant must complete a minimum of five years of continuous qualifying service to become eligible for the grant of Study Leave. This requirement ensures that officers possess adequate foundational service before pursuing specialized academic programs.

85. (A) 12 months at one time, 24 months in entire service
Under Rule 50 of Central Civil Services (Leave) Rules, Study Leave granted to government servants (excluding Central Health Service officers) is limited to a maximum of 12 months at any one time. The total aggregate Study Leave admissible during the entire service career cannot exceed 24 months.

86. (C) The course must directly relate to official duties and benefit government service
To qualify for Study Leave under Central Civil Services (Leave) Rules, the proposed course of higher study or specialized training must directly relate to the official duties of the officer and offer tangible public benefit to government service. Executive sanction requires certification of direct administrative utility.

87. (B) 3 years
A government servant returning from Study Leave must execute a formal bond undertaking to serve the Government for a minimum continuous period of three years. Failure to fulfill this mandatory service bond obligates the officer to refund study leave allowances, tuition fees, and associated financial expenses incurred.

88. (C) 300 days
Under Rule 39 of Central Civil Services (Leave) Rules, the maximum total number of days of Earned Leave for which cash equivalent (leave encashment) is permissible at the time of superannuation retirement is 300 days. This monetary benefit is calculated using final basic pay and dearness allowance.

89. (B) Encashment for 260 days EL plus 40 days HPL to reach 300 days limit
When an employee retiring on superannuation has less than 300 days of Earned Leave, Half Pay Leave at credit can be combined to reach the maximum 300-day limit for leave encashment. In this situation, 260 days of Earned Leave are combined with 40 days of Half Pay Leave.

90. (B) Yes, up to 10 days EL at a time, subject to a maximum of 60 days in career
A government servant may encash up to 10 days of Earned Leave while in service upon availing Leave Travel Concession (LTC). Such mid-service leave encashments are permitted up to a cumulative maximum limit of 60 days across the entire service career, subject to maintaining minimum required balance.

91. (A) No, it does not deduct from the 300 days limit encashable at retirement
Earned Leave encashed while in service during Leave Travel Concession (LTC) does not deduct from or reduce the overall maximum ceiling of 300 days Earned Leave encashable at the time of retirement under Rule 39. LTC leave encashment operates as an independent benefit scheme under rules.

92. (B) Both A and R are true but R is not the correct explanation of A
Regular leave under CCS (Leave) Rules may generally be combined with or continued after other regular leave types. Casual Leave is an administrative concession rather than statutory leave, so it cannot be combined with regular leave like Earned Leave. Both statements are accurate, but statement R does not explain statement A.

93. (D) No, Casual Leave cannot be combined with any regular leave
Casual Leave is an administrative concession granted for casual personal matters and does not constitute statutory leave under Central Civil Services (Leave) Rules. Consequently, Casual Leave cannot be combined with any kind of regular statutory leave, such as Earned Leave or Half Pay Leave, in a single absence spell.

94. (C) The Head of School under delegated administrative powers
Under delegated financial and administrative powers in school establishments, the Head of School functions as the Leave Sanctioning Authority competent to grant regular Earned Leave up to 30 days to subordinate staff including Vice-Principals, ensuring smooth operational management of educational institutions without unnecessary administrative delay.

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exhausted all Earned Leave and Half Pay Leave can be granted Leave Not Due up to 360 days on medical certificate, provided the sanctioning authority is satisfied that the employee will return to duty.

137. (B) 30 days
Under Central Civil Services (Leave) Rules and executive instructions, Special Casual Leave up to a maximum of 30 days in a calendar year may be granted to government servants participating in recognized national or international sporting events, official coaching camps, or authorized athletic competitions representing state or nation.

138. (B) Group 'C' staff handling dangerous machinery, for injury on duty
Under Rule 43-B of Central Civil Services (Leave) Rules, Hospital Leave is admissible to specified Group 'C' government servants whose duties involve handling dangerous machinery, explosive substances, or hazardous operational tasks, when injured or suffering illness directly attributable to the actual performance of designated official duties.

139. (B) 24 months
Under Rule 44 of Central Civil Services (Leave) Rules, Special Disability Leave granted to a government servant disabled by intentional injury inflicted in or in consequence of due performance of official duties cannot exceed 24 months for any single disability, supported by authorized government medical board evaluation and certification.

140. (C) From the date of such dismissal or removal
Under Fundamental Rule 52, the pay and allowances of a government servant who is dismissed or removed from service cease completely from the date of such dismissal or removal. Disciplinary penalty orders terminate financial entitlement and official service status simultaneously on the date the dismissal order takes effect.

141. (D) Personal travel fare, CTG, and personal effects transport charges
Under Supplementary Rules governing Travelling Allowance on transfer, an eligible officer is entitled to personal travel fare for self and family, Composite Transfer Grant (CTG), and reimbursement for transportation charges of personal effects and motor vehicles between old and new stations, subject to prescribed pay level entitlement limits.

142. (B) 80% of last drawn basic pay
Following the implementation of 7th Central Pay Commission recommendations, the standard rate of Composite Transfer Grant (CTG) payable to an employee on transfer involving a change of station located beyond 20 kilometers is 80 percent of last drawn basic pay, provided a change of residence actually takes place.

143. (A) Nil (or one-third basic pay if residence changes)
Under Supplementary Rules, when transfer occurs between two stations located within a distance of less than 20 kilometers, no Composite Transfer Grant (CTG) is normally admissible. However, if an actual change of residence is involved due to transfer, one-third of last drawn basic pay is admissible as Composite Transfer Grant.

144. (A) I, II and IV only
During Study Leave, House Rent Allowance is admissible for the first 180 days at rates applicable at the leaving station. Continuation beyond 180 days requires certifying retention of accommodation at the old station. HRA is paid at normal rates rather than double rates, and external stipends may adjust allowances.

145. (C) 5 years
Under Fundamental Rule 18, continuous absence from duty, with or without leave, exceeding a period of five years leads to termination of government service after following prescribed administrative procedures. Unapproved continuous absence beyond five years severs employment status unless specifically sanctioned by the President under exceptional rules.

146. (C) Pay is refixed in lower post at stage reached but for promotion
When an officer is reverted from an officiating higher post to a lower substantive post on administrative grounds, pay is refixed in the lower post at the exact stage or cell the official would have reached had the promotion not occurred, preserving earned incremental progress in the lower pay scale matrix.

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147. (A) Special Pay / Personal Pay
Under Fundamental Rule 9(21)(a)(iii), any other emoluments specifically classified as 'pay' by the President fall under the category of Special Pay or Personal Pay. These classified emoluments form part of basic pay for calculating applicable allowances, pensionary benefits, and pay fixation on promotion under central civil service rules.

148. (D) It is absorbed in future increments of basic pay until fully absorbed
When Personal Pay is granted to protect an official's total pay upon transfer or refixation, it is gradually absorbed in subsequent annual increments of basic pay in the new scale. Personal Pay reduces progressively with each granted annual increment until the Personal Pay element is fully absorbed into basic pay.

149. (B) Fixed at the same cell or stage of pay drawn in old post
Under Fundamental Rule 22-A, when a government servant holding a post in a substantive or officiating capacity is appointed to another post carrying an identical pay scale or level, pay is fixed at the same cell or stage as drawn in the previous post, maintaining pay continuity without increments.

150. (C) The Head of Department / Competent Administrative Authority
Under Supplementary Rules, the Head of Department or competent administrative authority possesses statutory power to declare a gazetted officer as Head of Office (HOO). The Head of Office exercises delegated administrative and financial powers, including leave sanction, bill signature, and operational management of designated government establishments.

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CHAPTER 06
Travelling Allowance (TA) Rules

1. Under government service rules, what is the fundamental object of granting Travelling Allowance (TA) to a Government servant?
(A) To provide an additional financial incentive for performing duties away from headquarters
(B) To cover the actual necessary expenses incurred in travelling in the interest of public service
(C) To compensate for the administrative inconvenience faced during outstation official visits
(D) To serve as a fixed monthly allowance attached to specific posts involving field duties

2. A Vice-Principal of a government school was directed by the competent authority to attend a mandatory official training program in another city for three days. The officer submitted a Travelling Allowance claim including expenses for personal sightseeing undertaken during the trip. How should the Head of Office (HOO) process this claim?
(A) Approve the entire claim since the overall journey was sanctioned for official duty
(B) Reject the entire claim and initiate immediate disciplinary action for financial misconduct
(C) Pass the claim provisionally subject to recovery during the subsequent month's salary
(D) Deduct the expenses and travel portion attributable to personal sightseeing and sanction only the official travel entitlement

3. Which of the following statements correctly expresses the underlying financial principle governing Travelling Allowance under Supplementary Rules?
(A) Travelling allowance is regulated such that it does not become a source of profit to the recipient
(B) Travelling allowance may be drawn in excess of expenses to compensate for arduous working conditions
(C) Travelling allowance claims are exempted from post-audit verification once passed by the DDO
(D) Travelling allowance rates are fixed purely on the basis of length of service rather than pay levels

4. Travelling Allowance granted to a Government servant is broadly classified as which type of allowance under the Fundamental Rules?
(A) Special Pay
(B) Personal Pay
(C) Compensatory Allowance
(D) Honorarium

5. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Travelling Allowance is not intended to be a source of profit to any Government servant.
Reason (R): The rates of Travelling Allowance are structured to reasonably cover the actual out-of-pocket expenses incurred during official travel.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. Which authority possesses the power to relax Travelling Allowance rules in individual cases of hardship under government service rules?
(A) Head of School / Principal of the establishment
(B) Drawing and Disbursing Officer of the department
(C) Departmental Audit Officer
(D) Ministry / Finance Department of the Government

7. Which of the following categories of travel is NOT admissible for Travelling Allowance under standard government provisions?
(A) Journey performed on official transfer from one station to another in public interest

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(B) Journey performed for attending a departmental interview for direct recruitment to another post
(C) Journey performed to give evidence in a court of law in an official administrative capacity
(D) Journey performed to appear for an obligatory departmental service examination

8. Consider the following types of official journeys undertaken by government employees:
I. Journey on temporary duty outside headquarters (Tour)
II. Journey on transfer from one establishment to another involving change of station
III. Journey undertaken to give evidence in a private civil lawsuit having no relation to official duties
Which of the above journeys entitle the employee to Travelling Allowance under Government rules?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

9. In which of the following circumstances is Travelling Allowance admissible to a Government servant suspended from service?
(A) For attending a routine official meeting called by the supervisory officer at headquarters
(B) For making representations against the suspension order before higher administrative authorities
(C) For joining a new station of posting prior to the official revocation of suspension
(D) For attending an official inquiry held at a station other than headquarters in public interest

10. When a Government servant is recalled to duty from leave before the expiry of such leave, which Travelling Allowance entitlement applies for the return journey to headquarters?
(A) Full TA as on tour is admissible from the place where recalled to headquarters
(B) No TA is admissible as leave was voluntarily enjoyed by the employee
(C) Only basic rail fare without Daily Allowance is admissible
(D) TA is admissible only if the unexpired portion of leave exceeds 30 days

11. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A Government servant summoned to give evidence in a criminal case regarding facts that came to knowledge in official capacity is entitled to TA from government funds.
Reason (R): Giving evidence in a court of law regarding official matters is treated as performance of public duty.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

12. Which of the following journeys is specifically EXCLUDED from the scope of Travelling Allowance entitlement?
(A) Journey performed for medical examination required for confirmation in service
(B) Journey for joining a first appointment under the Central Government, unless specifically permitted
(C) Journey to attend training sanctioned by the competent authority
(D) Journey performed by a member of a committee set up by the government for official deliberation

13. What is the maximum period of continuous halt at a single outstation place for which Daily Allowance is admissible without special sanction during an official tour?
(A) 30 days
(B) 60 days
(C) 180 days
(D) 365 days

14. What is the rate of Daily Allowance admissible for a halt at an outstation tour exceeding 180 days, assuming full approval of the competent authority?
(A) 100% of full daily allowance for the entire period beyond 180 days up to 365 days
(B) 75% of full daily allowance for the period beyond 180 days up to 365 days
(C) 50% of full daily allowance for the period beyond 180 days up to 365 days
(D) Nil, as daily allowance cannot be drawn beyond 180 days under any circumstances

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15. Consider the following statements regarding TA entitlements on official tour:
I. Tour TA comprises mileage allowance for main travel, daily allowance for halt, and local travel charges.
II. Journey within a radius of 8 kilometers from headquarters is treated as a journey on tour.
III. Absence from headquarters is calculated from the time of departure from headquarters to the time of return to headquarters.
IV. Daily Allowance on tour is intended to cover daily expenses incurred on board, lodging, and local transit at outstation.
Which of the statements given above are correct?
(A) I and II only
(B) I, III and IV only
(C) II and IV only
(D) I, II, III and IV

16. For the purpose of calculating Daily Allowance on tour, how is a journey within the local limits of headquarters (beyond 8 km) categorized?
(A) Full Tour Journey
(B) Transfer Journey
(C) Local Journey
(D) Special Duty Journey

17. An official is deputed to attend an official conference in another city. The organizer of the conference provides free boarding and lodging to the officer. How does this affect the Daily Allowance (DA) claim for food charges under 7th CPC rules?
(A) The officer can still claim 100% of the food entitlement without any deduction
(B) Food component of Daily Allowance is disallowed when free boarding is provided
(C) The officer receives a 50% bonus on daily allowance for achieving cost savings
(D) No Travelling Allowance of any kind is admissible for any portion of the tour

18. An official travels from headquarters to another city on official tour. The official leaves headquarters at 07:00 hours on Day 1 and returns to headquarters at 21:00 hours on Day 2. What is the total duration of absence from headquarters for DA calculation?
(A) 24 hours
(B) 14 hours
(C) 48 hours
(D) 38 hours

19. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Daily Allowance is not admissible for halts at headquarters during official duty.
Reason (R): Daily Allowance is specifically designed to reimburse extraordinary daily expenses incurred away from the normal place of duty.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

20. Under 7th CPC recommendations, how are Daily Allowance entitlements on tour categorized?
(A) Fixed lump sum cash allowance per day determined according to city category (X, Y, or Z)
(B) Flat cash allowance calculated at 10% of monthly basic pay per day of outstation halt
(C) Reimbursement of hotel accommodation, food charges, and local travel based on Pay Level
(D) Actual reimbursement of travel fare only, excluding food, lodging, and transit charges

21. What component is granted as a lump sum allowance to cover incidental expenses on transfer involving a change of station?
(A) Composite Transfer Grant (CTG)
(B) Daily Allowance
(C) Transfer Incidentals
(D) Disturbance Allowance

22. As per 7th CPC provisions, what is the rate of Composite Transfer Grant (CTG) admissible on transfer between stations involving a change of residence?
(A) 100% of last month's Basic Pay
(B) 80% of last month's Basic Pay
(C) 50% of last month's Basic Pay
(D) 33.33% of last month's Basic Pay

23. Consider the following conditions regarding Composite Transfer Grant (CTG) on transfer:
I. Transfer must be in the public interest and not at personal request.
II. Change of residence must actually be involved to claim full CTG.
III. Distance between the old and new stations must be at least 20 kilometers for full CTG

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(C) Level 6 to 8
(D) Level 1 to 5

56. Officers in Pay Level 14 and above are entitled to travel in which class by Air for official tours?
(A) First Class / Executive Class
(B) Business / Club Class
(C) Economy Class only
(D) Premium Economy Class only

57. Consider the following Pay Levels and their general entitlement for Rail travel on tour/ transfer under 7th CPC:
I. Level 14 and above: Executive Class / AC 1st Class
II. Level 6 to 11: AC 2nd Class / AC 3-Tier / AC Chair Car
III. Level 5 and below: First Class / AC 3-Tier / AC Chair Car
Which of the pairs given above are correctly matched?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

58. An employee in Pay Level 7 is planning an official tour from Delhi to Guwahati. Is the employee entitled to travel by Air as per standard 7th CPC TA entitlements?
(A) No, Level 7 is entitled to rail travel (AC 2/3-Tier) unless authorized by competent authority
(B) Yes, all government employees in Level 6 and above are entitled to travel by air on tour
(C) Yes, provided the total air ticket cost is lower than the AC 1st Class train fare ticket
(D) Yes, but air travel must be undertaken exclusively using private low-cost budget airlines

59. Consider the following criteria used for classifying government employees for TA entitlement:
I. Length of continuous regular service
II. Pay Level in the Pay Matrix (Basic Pay)
III. Designation / Post classification (Group A, B, C)
Which of the above is the primary criterion for determining Travelling Allowance entitlement under 7th CPC?
(A) I only
(B) II only
(C) III only
(D) I and III only

60. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Non-entitled officials may be permitted air travel in public interest by a competent authority not below the rank of Secretary of the Administrative Department.
Reason (R): Exceptional circumstances such as urgency, remote location, or operational necessity justify relaxation of travel entitlements.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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61. As per mandatory Ministry of Finance instructions, through which authorized travel agencies MUST air tickets be booked for official travel/tour/LTC?
(A) Balmer Lawrie & Co. Ltd., IRCTC, and M/s Ashok Travels & Tours
(B) Any registered online travel aggregator
(C) Directly from airline websites only
(D) Any private travel agency licensed by IATA

62. Consider the following rules regarding Air Travel for official tour:
I. Air tickets should be booked at least 21 days in advance to secure optimal fares, as far as possible.
II. Tickets must be booked only through authorized travel agents (BLCL, IRCTC, ATT) or directly from airlines.
III. Frequent Flyer Miles earned during official air travel can be retained by the employee for personal use.
IV. Officers must select the most economical flight available among airlines within a 3-hour time slot window.
Which of the statements given above are correct?
(A) I, II and IV only
(B) II and III only
(C) I and III only
(D) I, II, III and IV

63. An official (Pay Level 10) booked an air ticket for an urgent official conference using a personal account on a private online travel portal because the official booking portal was temporarily

(C) II and III only
(D) I, II, III and IV

32. In the event of the death of a Government servant while in service, what TA benefit is extended to the surviving family members for moving to their home town or chosen place of residence?
(A) No Travelling Allowance is admissible as the employment service has ended
(B) Only basic train fare for family members excluding personal effects transportation
(C) TA as on transfer, including CTG, travel fare, and personal effects transport
(D) Lump sum compassionate grant of ₹10,000 only without any travel reimbursement

33. An officer retires from government service on 31st March. The officer desires to settle in his native village. Due to family constraints, his family moves to the village 4 months prior to his retirement date. Is the family's travel admissible for Retirement TA?
(A) No, family travel must strictly take place after the official date of superannuation
(B) Yes, family travel up to 1 year prior to retirement is admissible if for settling
(C) Yes, but subject to a mandatory 50% deduction in total travel fare entitlement
(D) No, unless prior sanction of the competent administrative Ministry is obtained

34. What is the CTG entitlement for a retiring officer who continues to reside in the government accommodation at the same station for 6 months after retirement before shifting to a private house at the same station?
(A) Nil CTG is admissible under any circumstances in this situation
(B) Full 80% CTG is admissible regardless of delay in shifting residence
(C) Half CTG (40% of basic pay) is admissible upon shifting accommodation
(D) 1/3rd of CTG, provided an actual change of residence is involved

35. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Travelling allowance on retirement cannot be claimed if the retired official takes up commercial employment immediately after retirement.
Reason (R): Commercial employment invalidates all post-retirement terminal benefits.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

36. For the purpose of Travelling Allowance rules, who among the following is NOT included in the definition of 'Family'?
(A) Married daughter wholly dependent on the Government servant and residing with him/her
(B) Legally adopted child residing with and wholly dependent upon the Government servant
(C) Major independent son earning a regular monthly income above the prescribed ceiling
(D) Dependent parents whose total monthly income from all sources does not exceed the prescribed limit

37. What is the current monthly income limit for determining the dependency of parents/family members for TA/LTC purposes under 7th CPC rules?
(A) ₹3,500 plus Dearness Relief thereon
(B) ₹9,000 plus Dearness Relief thereon
(C) ₹15,000 flat
(D) ₹25,000 flat

38. If family members of a transferred government official perform the transfer journey separately from different stations, how is the travel fare entitlement calculated?
(A) No travel fare is admissible for family members who perform the journey separately
(B) Full travel fare for both independent family journeys is reimbursed without any cap
(C) Only 50% travel fare is paid for family members who perform the journey separately
(D) Restricted to the cost between old and new headquarters, or actual, whichever is less

39. Consider the following individuals:
I. Widowed sister residing with and wholly dependent on the government servant
II. Step-children residing with and dependent on the government servant
III. Married son aged 25 years who is gainfully employed in a private firm
Who among the above qualify as 'family members' under government Travelling Allowance rules?
(A) I and II only

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entitlement.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

24. If a Government servant is transferred within the same station or to an outstation at a distance of less than 20 km, what percentage of CTG is admissible provided a change of residence is involved?
(A) Nil entitlement of Basic Pay
(B) 25% of last month's Basic Pay
(C) 33.33% of last month's Basic Pay
(D) 50% of last month's Basic Pay

25. An official is transferred from one establishment to another in public interest within the same city without any change of residence. What transfer entitlements can the official claim?
(A) Full Composite Transfer Grant of 80% basic pay along with personal effects conveyance
(B) One-third Composite Transfer Grant without reimbursement of any transport charges
(C) Full Travelling Allowance entitlement as on official tour for a duration of 15 days
(D) Actual expenses for local transportation of self and personal effects, but no CTG

26. When both husband and wife are Central Government employees transferred from the same station to another same station within six months of each other, how is the Composite Transfer Grant regulated?
(A) Only one CTG if transferred within 6 months; both get full CTG if after 6 months
(B) Both spouses get 100% full Composite Transfer Grant independently without restriction
(C) The spouse transferring later gets full Composite Transfer Grant while the first gets nil
(D) Fifty percent Composite Transfer Grant is paid to each spouse regardless of transfer timing

27. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): No Composite Transfer Grant (CTG) is admissible if a transfer is ordered on the employee's own request.
Reason (R): Transfer TA is a compensatory allowance intended only for official transfers ordered in the public interest.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

28. In case of transfer ordered at personal request, what portion of TA is admissible to the employee?
(A) Half of CTG and actual train fare
(B) Nil - No Travelling Allowance or CTG is admissible
(C) Actual train fare for self only
(D) Full fare for family but no personal effects transport cost

29. What is the time limit for claiming Travelling Allowance on retirement (Retirement TA) after the date of superannuation?
(A) Within 3 months
(B) Within 6 months
(C) Within 1 year
(D) Within 3 years

30. Which of the following components is included in the Travelling Allowance on Retirement for a government servant settling at a station other than the last duty station?
(A) Special Retirement Allowance equal to two months basic pay
(B) Double the regular daily allowance for 30 days
(C) Composite Transfer Grant (80% of basic pay)
(D) Honorarium equal to last drawn Dearness Allowance

31. Consider the following statements regarding TA on Retirement:
I. A retiring employee settling at the last station of posting is eligible for 1/3rd of CTG if change of residence is involved.
II. Retirement TA is admissible if the retired employee settles in a foreign country.
III. Members of the family are entitled to travel fare as admissible on transfer.
IV. Personal effects and personal conveyance transportation entitlements are the same as on transfer.
Which of the statements given above are correct?
(A) I and II only
(B) I, III and IV only

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48. Consider the following components of Daily Allowance (DA) on tour under 7th CPC rules:
I. Reimbursement for Hotel Accommodation / Guest House charges
II. Reimbursement for Food Charges / Meal expenses
III. Reimbursement for Local Travel within the city
Which of these components require production of actual vouchers/bills for reimbursement across all Pay Levels?
(A) Hotel Accommodation charges only
(B) Hotel Accommodation and Local Travel charges
(C) Food Charges only
(D) Hotel Accommodation, Food Charges, and Local Travel charges (subject to self-certified thresholds or actual bills as prescribed)

49. Under 7th CPC rules, for an officer in Pay Level 10 on official tour, how are food charges reimbursed?
(A) Fixed lump sum cash allowance paid directly to the officer without requiring any bills
(B) Up to ₹900/day on production of vouchers/ bills or prescribed self-declaration
(C) Unlimited actual reimbursement against fine dining food bills from authorized restaurants
(D) Flat cash allowance calculated at 20% of monthly basic pay per day of outstation tour

50. Consider the following statements regarding calculation of Daily Allowance based on duration of absence from headquarters during tour:
I. Absence of less than 6 hours: 30% of DA rate
II. Absence of 6 hours to 12 hours: 70% of DA rate
III. Absence exceeding 12 hours: 100% of DA rate
Which of the statements given above are correct under post-7th CPC TA rules?
(A) I and II only
(B) I, II and III
(C) II and III only
(D) III only

51. How is local travel expense reimbursed for an officer in Pay Level 8 on tour under 7th CPC provisions?
(A) Actual travel expenses by non-AC taxi, auto-rickshaw, or bus up to daily ceiling
(B) AC Taxi charges reimbursed up to a maximum distance limit of 100 kilometers per day
(C) Mileage allowance reimbursed at a flat rate of ₹50 per kilometer regardless of vehicle
(D) Fixed lump sum cash allowance of ₹2,000 per day paid directly for local travel

52. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Daily Allowance on tour is not admissible during any period of casual leave or earned leave taken at the outstation duty point.
Reason (R): Daily Allowance is paid to compensate for expenses incurred while performing public duty away from headquarters.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

53. When a local journey on tour is performed by an employee using a free transport facility provided by government or local administration, what is the entitlement for local travel charges under DA?
(A) No reimbursement for local travel charges
(B) Full auto/taxi fare ceiling
(C) 50% of the daily local travel ceiling
(D) Double the food allowance rate

54. Which of the following statements is INCORRECT regarding Daily Allowance calculation during Sunday or public holidays falling within an outstation tour period?
(A) DA is admissible if the holiday is actually spent at the outstation duty point on official work/halt
(B) DA is not admissible if the official leaves the outstation station for personal visits during holidays without permission
(C) Halt on public holidays at outstation counts towards the continuous halt calculation for DA limits
(D) DA is automatically doubled for working on a public holiday during tour

55. Under 7th CPC, which Pay Level group represents officers entitled to travel by Economy Class by Air on official tour as a general rule?
(A) Level 14 and above
(B) Level 12 and 13

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within the prescribed time limit after drawing a TA advance?
(A) The advance is automatically converted into a regular festival advance loan
(B) The employee is granted an automatic six-month extension for submission
(C) Recovered in lump sum from salary along with penal interest as applicable
(D) The advance is written off as an unrecoverable administrative loss by DDO

89. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A second TA advance shall not be granted to a Government servant until the previous TA advance drawn for an earlier tour is fully adjusted or refunded.
Reason (R): Financial rules prohibit accumulating multiple unadjusted temporary advances to maintain strict fiscal discipline.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

90. When a TA advance is granted for a transfer, within what time period should the transfer TA adjustment bill be submitted?
(A) Within 15 days of joining duties at the new post
(B) Within 60 days of completion of the journey
(C) Within 1 year from the official date of transfer
(D) Within 30 days of moving personal household effects

91. Is interest charged on an unadjusted TA Advance?
(A) No, TA advances are completely interest-free under all administrative rules
(B) Yes, penal interest is charged from drawal date if not submitted in time
(C) Yes, standard GPF interest rate applies automatically from the first day
(D) Yes, flat 18% per annum interest rate is deducted unconditionally by DDO

92. Under current Ministry of Finance orders, what is the time limit for submission of a Travelling Allowance claim where NO advance was drawn?
(A) Within 30 days from the date of completion of journey
(B) Within 60 days from the date of completion of journey
(C) Within 180 days from the date of completion of journey
(D) Within 1 year from the date of completion of journey

93. What is the consequence if a TA claim (where no advance was taken) is submitted after the prescribed deadline of 60 days without justification?
(A) Claim forfeits, unless delay is condoned by competent authority
(B) Claim is automatically passed subject to a flat 50% deduction
(C) Claim is referred directly to the Central Vigilance Commission
(D) Claim is adjusted automatically against Leave Travel Concession

94. Who is the competent authority to condone delay in submission of time-barred TA claims beyond the prescribed time limit?
(A) School Development Management Committee Chairperson
(B) Pay and Accounts Officer (PAO) acting independently
(C) Head of Department (HOD) / Competent Authority
(D) Senior-most Vice Principal of the institution

95. An official completed an official tour on 10th January 2024 without drawing any TA advance. The official submitted the TA claim on 25th May 2024. How should the DDO process this claim?
(A) Pass the claim immediately as it is submitted within one full calendar year
(B) Reject the claim permanently without providing any administrative recourse
(C) Deduct a 10% cash fine for delay and disburse the remaining claim balance
(D) Treat as time-barred and require condonation of delay from competent authority

96. Consider the following procedures for settlement of a TA claim in a government office:
I. Verification of vouchers, tickets, and travel details by the Head of Office / DDO
II. Submission of TA claim in Form GAR-14 / prescribed format by the official
III. Sanction of claim by Competent Authority and submission to PAO for payment
IV. Issue of travel order / sanction order prior to

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unresponsive. How will the travel claim be treated by audit?
(A) Paid in full without any audit objection since the official travel was genuine
(B) Paid in full subject to a mandatory 10% penalty deduction on the total claim
(C) Converted into an equivalent rail fare claim automatically by the DDO
(D) Objected unless relaxation is granted by the Ministry of Finance or Secretary

64. What is the policy regarding Frequent Flyer Points / Miles earned by government servants on air tickets purchased with government funds for official tours?
(A) Points can be freely redeemed for personal family vacations and private travel
(B) Points are automatically converted into cash and deposited into the official GPF account
(C) Points must be utilized only for official travel of the officer or department
(D) Points automatically expire immediately and cannot be utilized for any purpose

65. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Premium Economy class air travel is not a standard entitlement for government officials below Pay Level 14.
Reason (R): Official air travel entitlements are strictly categorized into Economy Class and Business Class depending on Pay Level.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. Consider the following conditions for seeking relaxation for air travel through non-authorized agents or non-entitled class:
I. Non-availability of seats in authorized agencies despite prior attempt
II. Emergency operational/medical situations where official travel cannot be delayed
III. Personal preference of the officer for a specific flight schedule
IV. Lack of awareness of government rules
Which of the conditions above constitute valid grounds for seeking relaxation from the Ministry of Finance / Competent Authority?
(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

67. Under current guidelines, if an officer entitled to air travel books a ticket through an authorized agency, what class of ticket should be booked?
(A) Lowest available fare economy ticket in the required time slot
(B) Most expensive flexible Business Class ticket regardless of pay level
(C) First Class ticket along with premium seat selection and lounge access
(D) Non-refundable private charter flight seat booked through local agents

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68. Under 7th CPC rules, what is the rail travel entitlement for a Government servant in Pay Level 6?
(A) AC First Class / Executive Class
(B) AC 2-Tier / AC 3-Tier / AC Chair Car
(C) Sleeper Class / First Class (Non-AC)
(D) Executive Class in Shatabdi Express

69. Which rail travel entitlement is correct for Pay Level 11 officers traveling on official tour?
(A) Executive Class in Shatabdi/Tejas and AC 2-Tier in regular trains
(B) Sleeper Class entitlement across all categories of passenger trains
(C) AC First Class entitlement across all passenger trains unconditionally
(D) General Second Class entitlement only across all railway services

70. Are Rajdhani, Shatabdi, and Duronto Express trains permissible for official travel by entitled government officials?
(A) No, travel by premium express trains like Rajdhani and Shatabdi is completely banned
(B) Yes, but reimbursement is strictly restricted to 50% of the actual premium fare
(C) No, only ordinary Mail or Express trains are covered under standard TA rules
(D) Yes, subject to entitlement (AC 1st, AC 2-Tier, or AC Chair Car) based on Pay Level

71. If an officer entitled to AC 2-Tier travels in AC 1st Class by train for personal comfort during an official tour, how is the rail fare claim settled?
(A) Full AC 1st Class fare is paid
(B) Claim is restricted to AC 2-Tier fare
(C) Entire TA claim is forfeited
(D) AC 1st Class fare minus 20% penalty is paid

(B) II and III only
(C) I and III only
(D) I, II and III

40. Under Travelling Allowance Rules, if a child is born after the date of transfer order but before the family shifts to the new station, is TA fare admissible for the newborn child?
(A) No, because the child was not born on the date of issue of transfer order
(B) Yes, but only with special sanction of the Head of Department
(C) Yes, the newborn child is treated as a member of the family for the journey
(D) No, children under 1 year travel free anyway, so no TA is regulated

41. Can a stepmother residing with and wholly dependent on a government servant be included in the definition of family for TA on transfer?
(A) No, step-parents are strictly excluded from the definition of family under TA rules
(B) Yes, but only if the government official has no living natural mother residing together
(C) No, only step-children are included under family definition, not step-parents
(D) Yes, provided she meets the income dependency test and resides with the official

42. What is 'Mileage Allowance' under government Travelling Allowance rules?
(A) An allowance based on distance travelled to meet journey costs by rail, road, air, or sea
(B) A fixed monthly allowance paid regularly to drivers operating government official vehicles
(C) A performance-based financial bonus awarded for travelling maximum miles on official tour
(D) An allowance paid exclusively to cover total fuel consumption of government official vehicles

43. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Mileage Allowance is calculated based on the shortest and most economical route between two stations.
Reason (R): The competent authority may permit calculation by a longer route if it is substantially cheaper or saves public time.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

44. When two or more routes are available for an official journey, which route is deemed to be the standard route for calculating Mileage Allowance?
(A) The customary travel route usually taken by private travelers regardless of total cost
(B) The route shortest in distance, or taking least time or cost in public interest
(C) The scenic travel route officially designated by the Ministry of Tourism for travel
(D) Any travel route chosen and selected by the employee at their sole personal discretion

45. If a Government servant travels by a route longer than the shortest route without administrative justification or prior approval, how is the Mileage Allowance regulated?
(A) Allowance is restricted to the cost by the shortest or cheapest route
(B) The entire travel claim is completely rejected by the audit authority
(C) Full allowance is paid immediately but disciplinary proceedings are initiated
(D) Standard allowance is granted subject to a mandatory 10% penalty deduction

46. Under Mileage Allowance provisions, when travel is performed between places connected by rail, travel by road is regulated in what manner?
(A) Road mileage is freely allowed and reimbursed at standard auto or taxi rates for all journeys
(B) Road mileage reimbursement is completely prohibited under all administrative circumstances
(C) Restricted to entitled rail fare, unless road travel was ordered in public interest
(D) Road mileage is automatically reimbursed at double the rate of the entitled rail fare

47. An official travels from Delhi to Agra for an official seminar. The places are connected by rail. The official travels by personal car without prior authorization to travel by road in public interest. How will the travel claim be regulated?
(A) Reimbursed as per per-kilometer road mileage rate for motor car
(B) Reimbursed at actual petrol bill expenditure
(C) Disallowed completely
(D) Restricted to the entitled rail fare between

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80. Consider the following statements regarding expense reimbursement and lump sum TA claims under Travelling Allowance Rules:
I. Composite Transfer Grant (CTG) is paid as a lump sum based on Basic Pay without requiring individual expense receipts.
II. Daily Allowance for hotel accommodation on tour is paid strictly as reimbursement subject to ceiling limits on production of actual receipts.
III. Mileage allowance by public bus is paid as a fixed lump sum without requiring ticket numbers.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

81. An official claims hotel charges of ₹3,000/day during an official tour to Jaipur. The officer's maximum hotel room ceiling under Pay Level 10 is ₹2,250/day. What amount will be reimbursed by the DDO?
(A) ₹3,000/day in full as actual expenses incurred
(B) ₹2,250/day (restricted to entitlement ceiling)
(C) Nil reimbursement, as bill exceeds entitlement
(D) ₹1,500/day calculated after penalty deduction

82. Which of the following TA components requires submission of original vouchers/tickets for claim settlement?
(A) Composite Transfer Grant (CTG) on transfer involving change of station
(B) Local conveyance up to self-certified limits (where rules permit self-declaration)
(C) Fixed monthly travel allowance attached to a post
(D) Train ticket / Air ticket boarding passes for travel journey

83. An employee on tour incurs ₹600 per day on meals/food. The employee's entitlement ceiling for food charges under Pay Level 8 is ₹800 per day. The employee produces valid GST food receipts for ₹600/day. What amount is reimbursable?
(A) ₹600/day as actual expenses incurred within limit
(B) ₹800/day as maximum permissible entitlement ceiling
(C) ₹400/day as reduced standard reimbursement rate
(D) Nil reimbursement, as food is non-reimbursable

84. Consider the following statements regarding TA claims settlement:
I. Sums drawn as TA advance must be adjusted against final actual claims.
II. If actual expenses are less than the TA advance drawn, the excess amount must be refunded immediately.
III. Receipts are mandatory for claiming Composite Transfer Grant.
IV. Boarding passes are essential documents to substantiate air travel claims.
Which of the statements given above are correct?
(A) I, II and IV only
(B) I and III only
(C) III and IV only
(D) I, II, III and IV

85. What happens if an employee fails to produce original train tickets or boarding passes for an official tour air journey?
(A) Cannot be passed unless duplicate proof/ relaxation is accepted by authority
(B) Claim is automatically passed on self-certification without any verification
(C) Claim is doubled as lost compensation fee under administrative contingency
(D) DDO pays cash directly from the contingent office fund without vouchers

86. What is the maximum percentage of estimated TA/DA expenditure that can be granted as a Travelling Allowance Advance to a government official proceeding on tour?
(A) 50% of total estimated TA expenditure
(B) 75% of total estimated TA expenditure
(C) Up to 90% of estimated TA expenditure
(D) 100% plus 20% contingency cash allowance

87. What is the time limit for submitting the TA Adjustment Bill when a Travelling Allowance Advance has been drawn for an official tour?
(A) Within 15 days from the date of completion of the tour journey
(B) Within 60 days from the date of completion of the tour journey
(C) Within 180 days from the date of completion of the tour journey
(D) At the end of the financial year

88. What is the consequence if a Government servant fails to submit the TA adjustment bill

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72. Consider the following pairs of Pay Level and Rail Travel Entitlement:
I. Level 12 — AC 1st Class / Executive Class
II. Level 9 — AC 2-Tier / AC 3-Tier / AC Chair Car
III. Level 5 — First Class / AC 3-Tier / AC Chair Car
Which of the pairs given above are correctly matched?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

73. Tatkal train reservation charges incurred for urgent official tour travel are:
(A) Strictly non-reimbursable under any circumstances under government TA rules
(B) Reimbursable only for senior Group A officers travelling on emergency duty
(C) Reimbursable only against a temporary advance drawn from GPF account
(D) Reimbursable if official journey was undertaken in public interest on short notice

74. For places not connected by rail, how is road mileage regulated when travel is performed by public bus?
(A) Reimbursed as per actual bus fare of entitled class based on Pay Level
(B) Reimbursed at a fixed mileage rate of ₹10 per kilometer traveled
(C) Restricted to the equivalent standard auto-rickshaw fare for distance
(D) Reimbursed as a flat rate allowance of ₹500 per day of bus travel

75. An official in Pay Level 11 travels by auto-rickshaw between places not connected by rail. What is the Road Mileage Allowance entitlement?
(A) Prescribed road mileage rate or actual fare for AC Taxi per km
(B) Prescribed road mileage rate or actual fare for auto-rickshaw per km
(C) Restricted strictly to the equivalent public bus fare only for the journey
(D) Fixed lump sum allowance of ₹1,000 per journey regardless of distance

76. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Mileage Allowance for road journeys performed by personal car or private taxi is admissible only if the officer is specifically entitled or authorized by a competent authority.
Reason (R): Road travel by private taxi or car is costlier than public transport and requires strict expenditure control.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

77. What is the standard road mileage rate calculation principle when official travel is performed by motor cycle / scooter between stations not connected by rail?
(A) Prescribed road mileage rate for motor cycle or scooter per kilometer
(B) Reimbursed at the rate equal to AC Taxi per kilometer of travel
(C) Reimbursed at fifty percent of the equivalent rail AC 3-Tier fare
(D) Reimbursed as actual petrol expense subject to max 2 liters per day

78. Consider the following options for road travel entitlement:
I. Travel by AC Taxi: Entitled for Pay Level 12 and above
II. Travel by Non-AC Taxi / Auto-Rickshaw: Entitled for Pay Level 6 to 11
III. Travel by Public Bus / Ordinary Taxi: Entitled for Pay Level 5 and below
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

79. When an employee performs a road journey in a shared taxi alongside other government employees, how should each employee claim road mileage allowance?
(A) Each employee claims full individual taxi fare independently without deduction
(B) No mileage allowance is paid to any employee travelling in a shared vehicle
(C) Claim is automatically converted into equivalent rail fare allowance for all
(D) Only the paying employee claims, or expenses are proportionately shared

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journey

Which sequence represents the correct chronological flow?

(A) IV → II → I → III
(B) II → I → IV → III
(C) IV → I → II → III
(D) I → IV → II → III

97. In case of transfer TA claims, from which office is the claim processed and paid?

(A) Entirely by the old station office prior to official relief
(B) At the new station of posting where the employee joins duty
(C) Directly from the Departmental Headquarters only
(D) Directly from the Ministry of Finance Central Treasury office

98. Which of the following documents is MANDATORY to be attached with an official Air Travel TA claim?

(A) Copy of Annual Performance Appraisal Report (APAR)
(B) Stock Register extract
(C) Police Clearance Certificate
(D) Original Boarding Passes along with Air Ticket / Invoice

99. Which form is standardly used for submitting Travelling Allowance claims for Tour / Transfer in Central Government offices?

(A) GAR 14 (TA Bill for Tour/Transfer)
(B) GAR 17 (Medical Reimbursement Bill)
(C) GFR 19-A (Utilization Certificate)
(D) Form TR 5 (Receipt Form)

100. When claiming road mileage for journey by personal car/taxi, which document/declaration must accompany the TA bill?

(A) Proof of valid vehicle pollution under control (PUC) certificate copy
(B) Copy of valid driving license of the taxi driver operating vehicle
(C) Vehicle registration number and required travel details declaration
(D) Copy of active insurance policy of the private taxi vehicle operator

101. What document is necessary to substantiate a claim for reimbursement of hotel accommodation charges during tour?

(A) Original GST-compliant Hotel Bill showing payment confirmation
(B) Self-certified handwritten note on plain paper without hotel invoice
(C) Oral or verbal confirmation obtained directly from hotel manager
(D) Copy of printed hotel promotional brochure or tariff card document

102. Is it necessary to produce receipts for personal effect transportation charges on transfer?

(A) No, Composite Transfer Grant covers all transport expenses without receipts
(B) Receipts are mandatory only if total transport expenditure exceeds ₹1,00,000
(C) Only petrol pump purchase slips are required to substantiate the transport claim
(D) Receipts or railway goods receipts to substantiate transport up to limits

103. Which document must be attached to a Transfer TA bill to establish that the employee joined the new post?

(A) Relieving Order issued from the previous station office only
(B) Joining Report or Charge Assumption Report at new station
(C) Residence Certificate issued officially by the local Tehsildar
(D) Electricity bill copy of the official old station residence

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104. Under 7th CPC rules, what is the maximum entitlement for transportation of personal effects by road/rail on transfer for Pay Level 12 and above?

(A) 3,000 kg by goods train / road
(B) 6,000 kg by goods train / road
(C) 1,500 kg by goods train / road
(D) 10,000 kg by goods train / road

105. What is the maximum limit of personal effects allowed on transfer for an employee in Pay Level 6 to 11?

(A) 6,000 kg
(B) 3,000 kg
(C) 1,500 kg
(D) 800 kg

106. What is the maximum entitlement for transportation of personal effects on transfer for an employee in Pay Level 5?

(A) 6,000 kg
(B) 3,000 kg
(C) 1,500 kg
(D) 1,000 kg

(D) Overpayment of 20% should be waived by administrative department

143. Is drawing TA for an official journey performed during a period of unauthorized absence permissible?
(A) Yes, Travelling Allowance entitlement is independent of attendance record
(B) Yes, Travelling Allowance is admissible subject to a flat 50% deduction
(C) Yes, Travelling Allowance is admissible if approved by office council
(D) No, journey during unauthorized absence is invalid for TA entitlement

144. In audit terms, what is an "overpayment of TA" and how is it recovered?
(A) An administrative performance bonus paid directly to government employee
(B) Unclaimed Travelling Allowance balance deposited back into government treasury
(C) Excess TA drawn beyond rules; recovered from salary with penal interest
(D) A special compensatory allowance paid to private transport contractors

145. When a retired government employee settles at a new location post-retirement, what is the maximum time limit allowed for transporting personal effects to claim Retirement TA?
(A) Within 1 year from the date of retirement
(B) Within 5 years from the date of retirement
(C) Within 1 month from the date of retirement
(D) Within 10 years from the date of retirement

146. A retiring Principal settles in home town after superannuation. The officer's basic pay at retirement was ₹1,20,000. What is the Composite Transfer Grant (CTG) admissible for settling at home town (outstation)?
(A) ₹1,20,000 (100% of Basic Pay)
(B) ₹40,000 (1/3rd of Basic Pay)
(C) Nil entitlement
(D) ₹96,000 (80% of Basic Pay)

147. If a retired employee settles at the SAME station after retirement involving actual change of residence, what is the CTG entitlement?
(A) One-third (33.33%) of basic pay
(B) Full 80% of last month's basic pay
(C) 100% of last month's basic pay
(D) Zero CTG allowance entitlement

148. Is travel fare for dependent family members admissible in Retirement TA if family travels 6 months after the official date of retirement?
(A) No, family members must strictly travel on exact retirement date
(B) Yes, family travel completed up to 10 years after retirement is allowed
(C) Yes, family travel within 1 year of retirement is admissible
(D) No, dependent family members are not covered under post-retirement TA

149. Can a retired employee claim reimbursement for transportation of personal conveyance (motor car) to the home town post-retirement under Retirement TA rules?
(A) Yes, conveyance transport entitlement is identical to transfer TA rules
(B) No, personal conveyance transportation is strictly excluded for retirees
(C) Yes, but reimbursement is allowed exclusively for two-wheeler bicycles
(D) Only if the motor car was purchased during the final year of service

150. Which document must a retired official submit along with the Retirement TA claim to prove settlement at a new outstation/hometown location?
(A) Service Book original copy certified by Head of Office / DDO
(B) Stock Register certified copy showing non-duplication
(C) No supporting document needed beyond a simple self-declaration letter
(D) Proof of residence at new station along with travel receipts or vouchers

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transportation is not covered
(C) Actual freight restricted to railway freight or road mileage rate ceilings
(D) Reimbursed directly under office contingent expenditure discretionary fund

117. What is the time limit within which transportation of personal conveyance must be completed relative to the date of transfer/joining?
(A) Normally within 6 months of joining at new station
(B) Strictly within 7 days from joining at new station
(C) Up to 3 years after the official transfer order date
(D) Any time during the employee's entire service career

118. Which Travelling Allowance rules govern travel for Leave Travel Concession (LTC)?
(A) Travelling Allowance rules do not apply to LTC journeys under any circumstances
(B) LTC is regulated purely by General Financial Rules Chapter 12 provisions
(C) Regulated strictly under Fundamental Rule 110 provisions and guidelines
(D) Regulated by CCS (LTC) Rules 1988, while entitlement classes follow TA rules

119. Are local daily allowance (DA) and local conveyance charges reimbursable during Leave Travel Concession (LTC) travel?
(A) Yes, full Daily Allowance and hotel accommodation bills are paid on LTC
(B) No, Daily Allowance and local transit charges are strictly not admissible
(C) Yes, 50% Daily Allowance and actual local transit charges are admissible
(D) Yes, hotel accommodation up to ₹2,000/day is paid along with travel fare

120. When an employee travels by air on LTC (where entitled or under special relaxation package), through which agencies must tickets be purchased?
(A) Any registered private online travel aggregator portal
(B) Any local licensed street travel agent operator
(C) Balmer Lawrie, IRCTC, ATT, or directly from airline
(D) Any foreign or international travel agency operator

121. Under LTC rules, if a government official travels by a private non-entitled bus/vehicle where public transport exists, how is the fare claim regulated?
(A) Full fare reimbursed without any restriction or penalty
(B) Claim rejected in full without any reimbursement permitted
(C) Paid as per equivalent airfare rate for the total distance
(D) Restricted to entitled class public bus fare by shortest route

122. An official on LTC travels in a private luxury tourist package bus operated by a private aggregator. Is the travel fare reimbursable under LTC rules?
(A) Restricted to State Transport bus fare, or disallowed if tour package
(B) Yes, full luxury bus fare is paid on submission of valid tickets
(C) Paid at equivalent AC 1st Class train fare for total distance
(D) Converted into Composite Transfer Grant allowance automatically

123. Can Daily Allowance for halt at destination be claimed during an LTC journey?
(A) Yes, Daily Allowance is admissible for a maximum halt of 7 days
(B) No, halt expenses, hotel, and food are non-reimbursable under LTC
(C) Yes, 100% Daily Allowance is allowed for all halt days at destination
(D) Yes, Daily Allowance is admissible if approved by Head of Office

124. Under LTC, what travel fare is admissible for journey by road between places not connected by public transport?
(A) No travel fare is admissible for road journeys in such areas
(B) Prescribed road mileage rate or actual public transport fare
(C) Unlimited taxi fare reimbursed against original payment bills
(D) Reimbursed at equivalent domestic flight rate for the distance

125. Under Central Services (Medical Attendance) Rules / CGHS provisions, is Travelling Allowance admissible for a patient referred to an outstation hospital for specialized treatment?
(A) Yes, TA for patient and one attendant (if

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9. (D) For attending an official inquiry held at a station other than headquarters in public interest
A suspended government servant is generally not entitled to travelling allowance. However, an exception is granted when the employee is summoned to attend a formal departmental inquiry held at an outstation location in the public interest. In such specific administrative scenarios, travelling allowance is admissible to cover necessary travel and halt expenses.

10. (A) Full TA as on tour is admissible from the place where recalled to headquarters
When a government servant on sanctioned leave is recalled to duty before leave expiry, the return journey is treated as an official duty journey. Consequently, the officer is entitled to full travelling allowance as on tour from the place of recall to headquarters, compensating for the interruption of leave in public interest.

11. (A) Both A and R are true and R is the correct explanation of A
Giving evidence in court regarding facts learned during official service is treated as performing public duty. Because the employee acts in an official capacity to assist judicial proceedings, government rules grant travelling allowance from public funds to cover travel costs, confirming that the public duty rationale directly explains the entitlement to reimbursement.

12. (B) Journey for joining a first appointment under the Central Government, unless specifically permitted
Journeys performed for joining a first appointment under government service are generally excluded from travelling allowance entitlements, as the individual is not yet performing official duties. Reimbursement is admissible only when explicitly permitted by general or special orders. In contrast, medical examinations for confirmation, official training, and committee meetings are fully reimbursable official journeys.

13. (C) 180 days
Under Travelling Allowance rules, Daily Allowance during an official tour is admissible for a continuous halt at a single outstation place up to a maximum period of 180 days. Any halt beyond this limit requires specific sanction, as extended stays are typically regulated as temporary transfers rather than temporary duty tours.

14. (C) 50% of full daily allowance for the period beyond 180 days up to 365 days
When an official halt on tour at a single outstation exceeds 180 days with competent sanction, Daily Allowance for the period between 181 and 365 days is restricted to 50 percent of the full daily allowance rate. This reduction reflects long-term stay arrangements, whereas full daily allowance is paid for initial periods.

15. (B) I, III and IV only
Tour Travelling Allowance includes mileage, daily allowance, and local travel expenses, calculated from departure to return at headquarters. Daily allowance covers board, lodging, and transit costs. However, journeys within an eight-kilometer radius from headquarters are classified as local duties rather than tours, making statements I, III, and IV correct under official rules.

16. (C) Local Journey
A journey performed on official duty within the local municipal limits or administrative jurisdiction of headquarters beyond an eight-kilometer radius is categorized as a local journey. It is regulated under specific local conveyance reimbursement rules rather than full outstation tour provisions, which apply exclusively to travel beyond headquarters' local territorial limits.

17. (B) Food component of Daily Allowance is disallowed when free boarding is provided
Daily Allowance on official tour is structured to cover hotel accommodation, food, and local transit. When free boarding or meals are provided by host organizers or authorities, the food component of the daily allowance is disallowed or appropriately reduced, adhering to the principle that allowances should only cover actual out-of-pocket expenses.

18. (D) 38 hours
Duration of absence for Daily Allowance calculation is computed continuously from the time of departure from headquarters to the time of return. Leaving at 07:00 hours on Day 1 and returning at 21:00 hours on Day 2 covers 17 hours on Day 1 plus 21 hours on Day 2, totaling exactly 38 hours.

MCQGPT

Transfer Grant allowance
(B) Outstation Daily Allowance continuously for 3 full duty days
(C) Foreign Allowance and outstation hardship compensatory grant
(D) Local Journey TA or actual conveyance charges as admissible

135. When an official is deputed on foreign training sanctioned by the Government of India, TA/DA is regulated by which rules?
(A) Standard domestic Travelling Allowance rules applicable within India
(B) Daily Allowance rates fixed by Ministry of External Affairs/Finance
(C) Local departmental education rules and entitlements
(D) Leave Travel Concession (LTC) Rules 1988 provisions and limits

136. Is a government servant on training allowed to claim TA for family members if the training duration is less than 180 days?
(A) Yes, family Travelling Allowance is always allowed for all training programs
(B) Yes, Travelling Allowance is admissible for spouse only during short training
(C) No, family TA is not admissible for short training tours (under 180 days)
(D) Yes, provided family travel is recommended by training institute director

137. An official attends a 14-day administrative training course at a local training institution (15 km from headquarters). Free lunch and tea are provided by the institute. How will local travel and daily allowance be regulated?
(A) Full outstation tour TA with full hotel Daily Allowance drawn in cash
(B) Composite Transfer Grant granted for local administrative training tour
(C) Disallowed completely as training is conducted within city limits
(D) Local Journey conveyance expenses; DA adjusted for free lunch provided

138. Which of the following is a common audit objection regarding TA claims in government offices?
(A) Air tickets booked through non-authorized private travel agents without competent relaxation
(B) Non-submission of original boarding passes with air travel claims
(C) Claiming full Composite Transfer Grant without actual change of residence
(D) All of the above

139. If an official claims hotel charges on tour using a fake or non-GST tax invoice, what action is taken during audit verification?
(A) Minor administrative warning issued on plain paper without financial recovery
(B) Disallowance of claim, recovery of advance, and CCS (CCA) disciplinary action
(C) Verbal advice given to the official to replace the non-GST bill with valid bill
(D) Automatic approval by Pay and Accounts Officer (PAO) without taking objection

140. What is the financial consequence if a TA advance is not settled within 15 days of tour completion and no valid extension is granted?
(A) The employee receives an administrative cash bonus for early completion
(B) Penal interest charged on unadjusted advance from drawal till recovery
(C) Drawing and Disbursing Officer's salary is stopped immediately by PAO
(D) The total TA claim amount is doubled automatically as penalty relief

141. Audit objects to a claim where an official claimed road mileage for a travel performed in a government-provided staff car. Why is this objection valid?
(A) Drawing mileage allowance when using free government transport violates Travelling Allowance Rules
(B) Government staff cars cannot be used for official tour journeys under any rule
(C) Staff car drivers operating government transport are not eligible for DA rate
(D) Road mileage allowance provisions apply exclusively to train journey travel

142. A transferred employee submitted a CTG claim of 80% Basic Pay. Audit inspection reveals that the employee shifted to a government quarter located 2 km away from the old residence in the same station. What should be the audit observation?
(A) CTG should be increased to 100% of last drawn Basic Pay automatically
(B) CTG should be disallowed completely as residence is in same station
(C) Restricted to 1/3rd (33.33%) Basic Pay for transfer within same station

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107. For Pay Level 4 and below, what is the maximum weight limit for transportation of personal effects on transfer?
(A) 3,000 kg
(B) 1,500 kg
(C) 1,000 kg
(D) 500 kg

108. An officer in Pay Level 11 is transferred in public interest. The officer transports 5,000 kg of household goods by road container between two stations. Is the officer entitled to full reimbursement of this transportation expenditure up to prescribed per km rates?
(A) No, maximum permissible weight limit for Level 11 is only 3,000 kg
(B) Yes, 5,000 kg is within the 6,000 kg ceiling limit for Level 11
(C) No, personal effects cannot be transported by road container vehicles
(D) Yes, but total claim is subject to a mandatory 50% deduction fee

109. How is the cost of transportation of personal effects by road calculated when stations are connected by rail?
(A) Restricted to actual expense or prescribed road rate ceiling, whichever is lower
(B) Strictly disallowed if regular passenger or goods rail service exists between stations
(C) Paid at a flat reimbursement rate of ₹100 per km regardless of actual weight loaded
(D) Converted automatically into standard air freight rate for reimbursement processing

110. If an employee transports personal effects in excess of the maximum entitled weight ceiling, how is the claim regulated?
(A) The entire travel claim for personal effects transportation is rejected by DDO
(B) Full claim is passed but excess weight cost is recovered from CTG allowance
(C) Reimbursement is restricted to the maximum permissible weight ceiling
(D) Disciplinary action is initiated against the employee for carrying excess load

111. What is the entitlement for transportation of personal conveyance (motor car / motor cycle) on transfer for officers in Pay Level 6 and above?
(A) Two motor cars and two motor cycles
(B) Motor cycle only; motor car is allowed only for Level 14 and above
(C) No personal conveyance transportation is permitted
(D) One motor car or one motor cycle/scooter

112. An official in Pay Level 5 is transferred in public interest. What personal conveyance is the official entitled to transport at government expense?
(A) One motor car
(B) One motor car and one motor cycle
(C) One motor cycle / scooter / bicycle
(D) No conveyance allowed

113. How is the transportation of a motor car on transfer reimbursed if transported by passenger train?
(A) Fixed lump sum allowance of ₹10,000 for motor car transport
(B) Actual freight charged by Railways for motor car by passenger train
(C) Restricted strictly to prescribed road mileage rate for 100 kilometers
(D) Disallowed completely, as motor car carriage by train is prohibited

114. If a government servant drives the personal car by road from the old station to the new station on transfer, what allowance is admissible for the car journey?
(A) Only actual petrol purchase receipts reimbursed up to ₹1,000 limit
(B) Double Composite Transfer Grant allowance paid in lieu of mileage
(C) No allowance or reimbursement for road travel performed by personal car
(D) Road mileage rate for car for one journey, plus travel entitlement

115. Can an employee transport a motor car on transfer if the employee does NOT actually own a motor car registered in their or spouse's name?
(A) No, conveyance must be owned by official or spouse
(B) Yes, official can transport a borrowed motor car
(C) Yes, official can claim cash in lieu of car transport
(D) Yes, provided prior permission of DDO is obtained

116. What is the mode of reimbursement if personal conveyance is loaded on a truck container for transportation on transfer?
(A) Flat cash grant allowance of ₹50,000 disbursed for container transport
(B) Disallowed completely as container truck

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ANSWERS

1. (B) To cover the actual necessary expenses incurred in travelling in the interest of public service

Travelling allowance is granted to government servants to reimburse actual and necessary expenses incurred while traveling in the interest of public service. Under fundamental administrative principles, this compensatory allowance ensures that employees do not incur personal financial loss while performing duties away from headquarters, while strictly avoiding becoming a source of financial gain or profit.

2. (D) Deduct the expenses and travel portion attributable to personal sightseeing and sanction only the official travel entitlement

Government service rules mandate that travelling allowance claims must be strictly limited to legitimate official travel expenses incurred in the public interest. Any additional expenses or journeys undertaken for personal sightseeing or private purposes during an official tour are inadmissible and must be deducted by the competent authority before sanctioning the official travel entitlement.

3. (A) Travelling allowance is regulated such that it does not become a source of profit to the recipient

Supplementary Rules explicitly establish that travelling allowance is designed to cover legitimate out-of-pocket expenses during official journeys. The fundamental principle governing these claims ensures that the allowance functions purely as reimbursement. Consequently, rules are framed and regulated to prevent travelling allowance from becoming a source of profit or personal gain for any government servant.

4. (C) Compensatory Allowance

Under Fundamental Rule 9(5), Travelling Allowance is classified as a Compensatory Allowance granted to a government servant to meet personal expenditure necessitated by the performance of duties. It is designed to reimburse specific costs incurred during official travel and is explicitly regulated to prevent it from serving as a regular salary enhancement or financial profit.

5. (A) Both A and R are true and R is the correct explanation of A

Travelling allowance is fundamentally structured to reimburse reasonable out-of-pocket expenses incurred during official travel rather than providing financial remuneration. Because the allowance rates directly correspond to necessary operational expenditures, the framework prevents employees from deriving personal financial profit from official journeys, making the financial reasoning fully explanatory of the established administrative rule.

6. (D) Ministry / Finance Department of the Government

The power to relax government service rules, including Travelling Allowance provisions in cases of exceptional hardship, rests exclusively with the administrative Ministry or Finance Department. Subordinate officers, including Heads of Offices or Drawing and Disbursing Officers, lack inherent statutory authority to relax general rules or grant exemptions beyond prescribed provisions without central sanction.

7. (B) Journey performed for attending a departmental interview for direct recruitment to another post

Travelling allowance is admissible for journeys undertaken strictly in the public interest, such as official transfers, court attendance in official capacity, or obligatory departmental examinations. Journeys performed to attend interviews for direct recruitment to other posts are treated as personal matters undertaken for career advancement, making them ineligible for reimbursement from public funds.

8. (A) I and II only

Government Travelling Allowance rules permit reimbursement for journeys performed on official tour or transfer in the public interest. However, attending court proceedings for a private civil lawsuit unrelated to official duties is considered a personal matter. Consequently, travelling allowance is admissible only for official duties and transfers, while private legal appearances remain ineligible.

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29. (C) Within 1 year
A retired government servant must claim Travelling Allowance on Retirement within one year from the date of superannuation or retirement. The journey of self and family, as well as the transportation of personal effects, must be completed within this prescribed one-year time limit to qualify for reimbursement from government funds.

30. (C) Composite Transfer Grant (80% of basic pay)
Retirement Travelling Allowance for an employee settling at a station other than the last duty station includes travel fare for self and family, transportation of personal effects and conveyance, and a Composite Transfer Grant equal to 80 percent of the last drawn basic pay, matching transfer entitlements under Seventh Pay Commission rules.

31. (B) I, III and IV only
Retirement TA entitles employees settling at the last station to one-third CTG if changing residence, allows family travel fares as on transfer, and provides identical personal effects transport rules. However, settling in a foreign country is not admissible for Retirement TA reimbursement, making statements I, III, and IV correct.

32. (C) TA as on transfer, including CTG, travel fare, and personal effects transport
In the event of a government servant's death while in service, the surviving family members are granted Travelling Allowance equivalent to transfer TA. This benefit includes travel fare for family members, transportation of personal effects and personal conveyance, and Composite Transfer Grant to assist their move to hometown or chosen residence.

33. (B) Yes, family travel up to 1 year prior to retirement is admissible if for settling
Under Retirement Travelling Allowance rules, family members of a retiring government servant are permitted to perform their journey up to one year prior to the official date of retirement. Since the family moved four months prior to retirement to settle at the native village, their travel claim is fully admissible.

34. (D) 1/3rd of CTG, provided an actual change of residence is involved
When a retiring official continues residing in government accommodation at the same station before shifting to private housing at the same station within permitted time, the official is entitled to one-third of the Composite Transfer Grant, provided that an actual change of residence is demonstrated upon shifting accommodations.

35. (D) A is false but R is true
Taking up commercial employment post-retirement does not disqualify a retired official from claiming Retirement Travelling Allowance, provided the journey and settlement take place within prescribed rules and time limits. While commercial employment is regulated under pension rules, it does not invalidate earned terminal benefits, rendering the assertion false and reason true.

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36. (C) Major independent son earning a regular monthly income above the prescribed ceiling
Under Travelling Allowance rules, 'family' includes dependent spouse, children, and parents residing with the official. A major son who is gainfully employed and earns regular monthly income above the prescribed dependency ceiling is financially independent. Consequently, such an independent major child is excluded from the administrative definition of family.

37. (B) ₹9,000 plus Dearness Relief thereon
Under Seventh Central Pay Commission rules, the monthly income limit for establishing the dependency of parents and other eligible family members for Travelling Allowance and Leave Travel Concession purposes is fixed at 9,000 rupees per month, plus applicable Dearness Relief thereon, based on total income from all sources.

38. (D) Restricted to the cost between old and new headquarters, or actual, whichever is less
When family members of a transferred government servant perform travel separately from places other than the old headquarters, reimbursement is regulated strictly. The admissible travel fare is restricted to the actual expenses incurred or the entitlement fare directly between the old and new headquarters, whichever amount is lower.

19. (A) Both A and R are true and R is the correct explanation of A
Daily Allowance is specifically designed to reimburse extraordinary personal expenses for food and lodging incurred while serving away from headquarters. Because an employee residing at headquarters does not incur these outstation living expenses, Daily Allowance is not admissible for halts at headquarters, making the core expense principle the exact explanation for the rule.

20. (C) Reimbursement of hotel accommodation, food charges, and local travel based on Pay Level
Under Seventh Central Pay Commission recommendations, Daily Allowance entitlements on tour are categorized into three distinct reimbursement components based on the employee's Pay Level. These comprise reimbursement of actual hotel accommodation, food charges, and local travel expenses up to prescribed daily ceilings or self-certified limits, replacing fixed lump-sum allowances.

21. (A) Composite Transfer Grant (CTG)
The Composite Transfer Grant is a lump-sum allowance paid to government servants transferred in public interest involving a change of station and residence. It is designed to cover incidental expenditure, packing costs, and minor disturbance expenses associated with shifting household establishments, replacing various individual minor incidental allowances under earlier pay scales.

22. (B) 80% of last month's Basic Pay
As per Seventh Central Pay Commission rules, the Composite Transfer Grant admissible to a government employee on transfer between stations involving an actual change of residence is 80 percent of the last month's basic pay. This lump-sum amount reimburses incidental expenses associated with relocating the household to the new posting station.

23. (D) I, II and III
Full Composite Transfer Grant requires that the transfer be ordered in public interest, involve an actual change of residence, and cover a distance of at least 20 kilometers between old and new stations. All three conditions are mandatory under established rules to qualify for the full lump-sum transfer grant entitlement.

24. (C) 33.33% of last month's Basic Pay
When a government servant is transferred within the same station or to an outstation situated at a distance of less than 20 kilometers, Composite Transfer Grant is restricted to one-third, or 33.33 percent, of the last month's basic pay, provided that an actual change of residence is involved in the transfer.

25. (D) Actual expenses for local transportation of self and personal effects, but no CTG
When an official is transferred within the same city without any change of residence, no Composite Transfer Grant is admissible because household relocation is not required. The employee can only claim actual reimbursement for local transportation of self and personal effects necessary for shifting official duties to the new establishment.

26. (A) Only one CTG if transferred within 6 months; both get full CTG if after 6 months
When both husband and wife are government employees transferred between the same stations, only one Composite Transfer Grant is payable if the second transfer occurs within six months of the first. If the second transfer takes place after six months, both employees are independently eligible for full Composite Transfer Grant benefits.

27. (A) Both A and R are true and R is the correct explanation of A
Transfer Travelling Allowance, including Composite Transfer Grant, is a compensatory allowance intended strictly to reimburse employees for expenses incurred due to transfers ordered in public interest. Because personal request transfers are initiated for personal convenience rather than administrative necessity, no grant is admissible, making the public interest requirement the direct explanation.

28. (B) Nil - No Travelling Allowance or CTG is admissible
When a transfer is ordered at the employee's personal request rather than in the public interest, no Travelling Allowance or Composite Transfer Grant of any kind is admissible. The employee must bear all travel, transit, and household relocation costs independently, as administrative expenditure is restricted strictly to official public interest relocations.

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certified necessary) is admissible
(B) No, Travelling Allowance is never allowed for outstation medical journeys
(C) Yes, TA is admissible for patient only; strictly no attendant TA allowed
(D) Travelling Allowance is paid as double Composite Transfer Grant rate

126. What class of travel is admissible to a Government servant performing a journey for medical treatment at an outstation specialized hospital?
(A) Always Executive Air Class
(B) Sleeper Class train fare only, regardless of Pay Level
(C) Entitled class as on official tour
(D) Non-AC local bus only

127. Is Daily Allowance admissible for the duration of stay/treatment in an outstation hospital during a medical journey?
(A) Yes, full Daily Allowance is admissible for the entire hospital stay duration
(B) 50% Daily Allowance is admissible for the first 100 days of hospital stay
(C) Daily Allowance equal to double the monthly basic pay is disbursed in cash
(D) DA is not admissible for halt days; only onward and return travel fare is paid

128. A government servant is referred by a Government Medical Officer from headquarters to an outstation specialized hospital for urgent treatment along with an attendant. What TA is admissible for the attendant?
(A) Airfare in Business Class unconditionally provided for attendant for both journeys
(B) No travel fare reimbursement is admissible for attendant under any circumstance
(C) Travel fare equal to the official's entitlement class for onward and return journeys
(D) Fixed lump sum cash allowance of ₹500 paid directly for attendant expenses

129. When a government servant travels for medical examination for first confirmation in service, is TA admissible?
(A) Full tour Travelling Allowance is paid along with daily allowance for journey
(B) No TA is admissible unless specifically authorized by general/special order
(C) Double Daily Allowance rate is paid to cover all medical examination costs
(D) Composite Transfer Grant is paid in full for first appointment journey

130. If a patient is conveyed by air ambulance for emergency specialized treatment, what approval is necessary for TA reimbursement?
(A) Sanction of local committee executive body
(B) Prior approval and authorization certificate from local police station in charge
(C) No administrative approval needed; Drawing and Disbursing Officer pays directly
(D) Approval of Competent Medical Authority or Directorate General of Health Services

131. When a government official is deputed for mandatory official training within India at an outstation institution where free boarding and lodging are provided, how is Daily Allowance regulated?
(A) DA for food/boarding is reduced or excluded as per training rules
(B) Full 100% Daily Allowance is drawn in cash without any deduction
(C) Double Daily Allowance rate is paid as incentive for training effort
(D) No travel fare or daily allowance of any kind is paid for training

132. What TA entitlement applies when a government servant is sent on official deputation/training exceeding 180 days at a single outstation place?
(A) Tour TA with 100% Daily Allowance paid continuously for all 365 days
(B) No Travelling Allowance or Daily Allowance of any kind is admissible
(C) Regulated as Transfer TA (including CTG) if treated as temporary transfer
(D) Regulated strictly under Leave Travel Concession rules and fare limits

133. For outstation training programs lasting up to 30 days, what Daily Allowance rate applies?
(A) Full Daily Allowance (subject to reduction if free boarding is provided)
(B) 25% of full Daily Allowance rate for the entire outstation training halt
(C) Zero Daily Allowance is admissible during the entire training duration
(D) Double Daily Allowance rate is paid as incentive for outstation halt

134. If an employee attends a local training program within headquarters (beyond 8 km) without overnight stay, what allowance is drawn?
(A) Full Transfer TA including Composite

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39. (A) I and II only
Family for Travelling Allowance purposes includes dependent widowed sisters and step-children residing with the government official. However, a major married son who is gainfully employed in a private firm exceeds the dependency income threshold and is financially independent, excluding him from the scope of family under service rules.

40. (C) Yes, the newborn child is treated as a member of the family for the journey
If a child is born after the issuance of a transfer order but before the family actually shifts to the new station of posting, the newborn child is legally recognized as a family member. Travel fare reimbursement is fully admissible for the child for the transfer journey under service rules.

41. (D) Yes, provided she meets the income dependency test and resides with the official
A stepmother residing with and wholly dependent upon a government servant is included in the definition of family for Travelling Allowance on transfer. Her entitlement is subject to fulfilling standard dependency criteria, specifically that her total monthly income from all sources does not exceed the prescribed dependency threshold.

42. (A) An allowance based on distance travelled to meet journey costs by rail, road, air, or sea
Mileage Allowance is a specific form of Travelling Allowance calculated on the basis of distance traveled. It is granted to meet the actual cost of official journeys performed by rail, road, air, or sea, ensuring that government servants are reimbursed for transit expenditures incurred while traveling in the public interest.

43. (B) Both A and R are true but R is not the correct explanation of A
Mileage Allowance is standardly computed using the shortest and most economical route between locations. Competent authorities hold power to permit longer routes if justified by public interest, time savings, or cost efficiency. While both statements accurately reflect service rules, the exception rule does not serve as the direct definition of the standard principle.

44. (B) The route shortest in distance, or taking least time or cost in public interest
When multiple travel routes exist between two stations, the standard route for calculating Mileage Allowance is defined as the route shortest in total distance, or the route that requires the least time or financial cost while serving public interest, ensuring optimal expenditure control during official travel.

45. (A) Allowance is restricted to the cost by the shortest or cheapest route
If a government employee travels via a longer route without prior administrative approval or official justification, Mileage Allowance is restricted. Audit authorities calculate reimbursement based strictly on the distance and fare applicable to the shortest or most economical standard route, disallowing additional financial expenses incurred by the unauthorized detour.

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46. (C) Restricted to entitled rail fare, unless road travel was ordered in public interest
When travel occurs between places connected by rail, road mileage reimbursement is restricted to the entitled rail fare for that distance. Higher road mileage rates are allowed only if road travel was specifically ordered or authorized by a competent authority in public interest or due to urgent operational necessity.

47. (D) Restricted to the entitled rail fare between Delhi and Agra
Delhi and Agra are connected by regular railway service. Because the official traveled by personal car without prior authorization or sanction to travel by road in the public interest, the travel reimbursement claim is restricted strictly to the entitled rail fare between the two stations under standard rules.

48. (D) Hotel Accommodation, Food Charges, and Local Travel charges (subject to self-certified thresholds or actual bills as prescribed)
Under Seventh Pay Commission provisions, Daily Allowance on tour comprises hotel accommodation, food expenses, and local transit. Claiming reimbursement across these components requires submitting valid original vouchers or bills, subject to self-certified thresholds or actual prescribed ceilings depending on the officer's Pay Level and specific departmental guidelines.

49. (B) Up to ₹900/day on production of vouchers/ bills or prescribed self-declaration
Under Seventh Pay Commission rules, an officer in Pay Level 10 on official tour is entitled to reimbursement for food charges up to a maximum

class. The officer must independently bear the financial difference between the actual ticket purchased and the entitled AC 2-Tier fare.

72. (D) I, II and III
Under Seventh Pay Commission rules, Pay Level 12 entitles officers to AC 1st Class or Executive Class, Pay Level 9 grants entitlement to AC 2-Tier or AC 3-Tier or AC Chair Car, and Pay Level 5 provides First Class or AC 3-Tier or AC Chair Car. All pairs are correct.

73. (D) Reimbursable if official journey was undertaken in public interest on short notice
Tatkal train reservation charges incurred by a government official are reimbursable if the official tour was undertaken on short notice in the public interest. The urgency must be certified by the competent sanctioning authority to justify the additional reservation expenditure from public funds.

74. (A) Reimbursed as per actual bus fare of entitled class based on Pay Level
For places not connected by rail, road mileage for travel performed by public bus is reimbursed based on the actual bus fare of the entitled class appropriate to the employee's Pay Level. This includes ordinary, express, or AC bus services as authorized under standard travelling allowance entitlement guidelines.

75. (B) Prescribed road mileage rate or actual fare for auto-rickshaw per km
When an official in Pay Level 11 travels by auto-rickshaw between places not connected by railway, Road Mileage Allowance is regulated based on the prescribed per-kilometer road mileage rate for auto-rickshaws or the actual fare incurred, whichever is within approved departmental limits.

76. (A) Both A and R are true and R is the correct explanation of A
Road travel by personal car or private taxi involves significantly higher expenditure compared to public transport services. To maintain strict financial propriety, Travelling Allowance rules require specific entitlement or prior administrative authorization from a competent authority, making cost control the primary explanation for imposing travel restrictions.

77. (A) Prescribed road mileage rate for motor cycle or scooter per kilometer
When an official performs an official road journey using a motorcycle or scooter between stations not connected by rail, Road Mileage Allowance is calculated using the standard prescribed per-kilometer road mileage rate for two-wheelers established by the government or local administration for that region.

78. (D) I, II and III
Road travel entitlements under Seventh Pay Commission rules permit AC Taxi for Pay Level 12 and above, Non-AC Taxi or Auto-Rickshaw for Pay Levels 6 to 11, and Public Bus or Ordinary Taxi for Pay Level 5 and below. All three statements accurately state official entitlements.

79. (D) Only the paying employee claims, or expenses are proportionately shared
When multiple government employees travel together in a shared taxi, double claiming is strictly prohibited. Only the officer who actually incurs and pays the expenditure may claim road mileage allowance, or the total taxi cost must be proportionately divided among the traveling officers to prevent excess financial reimbursement.

80. (A) I and II only
Composite Transfer Grant is paid as a lump-sum based on basic pay without receipts, and hotel DA requires actual receipts up to prescribed ceilings. However, bus mileage is reimbursed based on actual tickets rather than fixed lump sums, making statements I and II correct under service rules.

81. (B) ₹2,250/day (restricted to entitlement ceiling)
Reimbursement for hotel accommodation charges during an official tour is strictly capped at the officer's maximum entitlement ceiling prescribed under their Pay Level. Even if actual hotel expenditure is higher, the Drawing and Disbursing Officer will restrict payment to the maximum permissible entitlement of 2,250 rupees per day.

82. (D) Train ticket / Air ticket boarding passes for travel journey
Substantiating main travel claims requires submitting original proof of travel, such as train tickets, e-ticket receipts, or air travel boarding

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administrative action the direct operational explanation for granting special air travel permissions.

61. (A) Balmer Lawrie & Co. Ltd., IRCTC, and M/s Ashok Travels & Tours
As per mandatory instructions issued by the Ministry of Finance, all air tickets for official travel, tours, and Leave Travel Concession must be booked exclusively through three authorized travel agencies: Balmer Lawrie & Company Limited, Indian Railway Catering and Tourism Corporation, and M/s Ashok Travels & Tours.

62. (A) I, II and IV only
Government air travel rules require booking tickets 21 days in advance, purchasing exclusively through authorized agents or airlines, and selecting the most economical flight within a three-hour window. However, frequent flyer miles earned on official travel cannot be retained for personal use, making statements I, II, and IV correct.

63. (D) Objected unless relaxation is granted by the Ministry of Finance or Secretary
Air tickets booked through non-authorized private online travel portals violate explicit Ministry of Finance instructions. Audit authorities will object to such travel claims and withhold reimbursement unless formal ex-post facto relaxation is granted by the competent authority, such as the Administrative Secretary or Ministry of Finance.

64. (C) Points must be utilized only for official travel of the officer or department
Frequent Flyer Points or Miles accumulated on air tickets purchased using government funds for official travel belong to the government. Service rules mandate that these points must be utilized strictly for official travel of the officer or department, and cannot be redeemed for personal family trips or private leisure.

65. (A) Both A and R are true and R is the correct explanation of A
Official air travel entitlements under Seventh Pay Commission rules are strictly classified into Economy Class for Levels 12 to 13 and Business Class for Level 14 and above. Premium Economy is not recognized as a standard entitlement, making the defined statutory class structure the direct explanation for its non-admissibility.

66. (A) I and II only
Valid grounds for seeking relaxation from Ministry of Finance booking rules include non-availability of seats through authorized agencies despite prior booking attempts and emergency operational or medical situations requiring immediate travel. Personal flight preferences and lack of rule awareness are strictly invalid justifications for administrative relaxation.

67. (A) Lowest available fare economy ticket in the required time slot
When an official entitled to air travel books a ticket through authorized travel agencies, rules mandate selecting the lowest available fare economy ticket within the required time slot. This rule ensures prudent management of public funds by preventing unnecessary expenditure on expensive flexible or premium fares during official travel.

68. (B) AC 2-Tier / AC 3-Tier / AC Chair Car
Under Seventh Central Pay Commission rules, the standard rail travel entitlement for a government servant in Pay Level 6 on official tour or transfer is AC 2-Tier, AC 3-Tier, or AC Chair Car. Higher classes like AC First Class are restricted to senior officers in higher pay levels.

69. (A) Executive Class in Shatabdi/Tejas and AC 2-Tier in regular trains
Under Seventh Pay Commission rules, officers in Pay Level 11 are entitled to travel in Executive Class in Shatabdi, Tejas, and Rajdhani trains, and AC 2-Tier in regular passenger trains. AC First Class in ordinary trains is reserved for higher pay levels unless specifically authorized by rules.

70. (D) Yes, subject to entitlement (AC 1st, AC 2-Tier, or AC Chair Car) based on Pay Level
Government officials are permitted to travel by premium trains, including Rajdhani, Shatabdi, and Duronto Express, for official journeys. Reimbursement is fully admissible according to the official's specific class entitlement—such as AC First Class, AC 2-Tier, or AC Chair Car—determined strictly by their Pay Level.

71. (B) Claim is restricted to AC 2-Tier fare
If a government servant travels in a higher rail class than their prescribed entitlement for personal comfort, the reimbursement claim is restricted strictly to the fare of the entitled

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only be processed if the administrative delay is officially condoned by the Head of Department or competent authority upon sufficient cause shown.

94. (C) Head of Department (HOD) / Competent Authority
The Head of Department or designated competent administrative authority possesses the official power to condone delays in the submission of time-barred Travelling Allowance claims. Subordinate officers or Pay and Accounts Officers cannot independently waive prescribed submission deadlines without formal approval from the competent sanctioning authority.

95. (D) Treat as time-barred and require condonation of delay from competent authority
Because the official completed the tour in January and submitted the claim in May, exceeding the prescribed 60-day limit without an advance, the claim is time-barred. The Drawing and Disbursing Officer must require formal condonation of delay from the competent authority before processing the bill for payment.

96. (A) IV → II → I → III
The correct chronological sequence for settling a Travelling Allowance claim begins with issuing a formal travel sanction order, followed by the employee submitting the claim bill in GAR-14 format, verification of vouchers and details by the Head of Office, and final sanction and submission to PAO for payment.

97. (B) At the new station of posting where the employee joins duty
Transfer Travelling Allowance claims are processed and paid by the office at the new station of posting where the transferred government servant joins duty. The new office verifies the joining report, travel vouchers, and transfer orders before disbursing the admissible transfer allowances and grant.

98. (D) Original Boarding Passes along with Air Ticket / Invoice
Submitting original boarding passes along with the air ticket or invoice is mandatory for processing official air travel claims. Boarding passes serve as indispensable physical evidence confirming that the officer actually performed the air journey, satisfying audit verification requirements under financial regulations.

99. (A) GAR 14 (TA Bill for Tour/Transfer)
Form GAR 14 is the standard prescribed government form used for submitting Travelling Allowance claims for official tours and transfers in Central Government departments. It captures detailed claim items, including mileage, hotel accommodation, food expenses, daily allowance, and Composite Transfer Grant details.

100. (C) Vehicle registration number and required travel details declaration
When claiming road mileage for official journeys performed using a personal car or taxi, the employee must provide a formal declaration stating the vehicle registration number, ownership details, distance traveled, and travel dates on the Travelling Allowance bill to validate reimbursement claims during financial audit.

101. (A) Original GST-compliant Hotel Bill showing payment confirmation
Reimbursement of hotel accommodation charges incurred during official tours requires submitting an original, GST-compliant hotel bill displaying payment confirmation. Audit standards mandate valid tax invoices showing official GST details to prove genuine stay expenditure before sanctioning reimbursement up to the prescribed ceiling.

102. (D) Receipts or railway goods receipts to substantiate transport up to limits
Claiming reimbursement for transporting personal household effects on transfer requires submitting original money receipts, transport vouchers, or railway goods receipts. These supporting documents substantiate actual transportation expenditure up to prescribed weight and financial limits before the claim is passed for payment.

103. (B) Joining Report or Charge Assumption Report at new station
To process a Transfer Travelling Allowance bill, attaching a certified copy of the Joining Report or Charge Assumption Report at the new station is mandatory. This document provides official administrative proof that the transferred employee reported for duty and assumed official charge at the new station.

104. (B) 6,000 kg by goods train / road
Under Seventh Central Pay Commission rules, government servants in Pay Level 12 and above

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passes. In contrast, Composite Transfer Grant and fixed allowances do not require individual travel tickets for settlement under standard financial rules.

83. (A) ₹600/day as actual expenses incurred within limit
Reimbursement for food charges on tour is based on actual expenses incurred up to the prescribed daily ceiling. Because the employee incurred 600 rupees per day supported by valid GST receipts, which is within the 800 rupees entitlement limit, the exact actual amount of 600 rupees per day is reimbursable.

84. (A) I, II and IV only
TA advances must be adjusted against final claims, excess advance amounts refunded immediately, and boarding passes produced for air travel. However, Composite Transfer Grant is a lump-sum grant paid based on basic pay without requiring expense receipts, making statements I, II, and IV correct.

85. (A) Cannot be passed unless duplicate proof/ relaxation is accepted by authority
Original train tickets or air boarding passes serve as essential vouchers to prove that travel was actually undertaken. If an employee loses these documents, the Travelling Allowance claim cannot be passed by audit unless acceptable duplicate proof, such as airline certification, or official relaxation is granted by competent authority.

86. (C) Up to 90% of estimated TA expenditure
Under General Financial Rules, a government servant proceeding on official tour may be granted a Travelling Allowance Advance up to a maximum limit of 90 percent of the total estimated TA and DA expenditure, ensuring sufficient funds for travel while retaining a margin for final adjustment.

87. (A) Within 15 days from the date of completion of the tour journey
When a Travelling Allowance Advance is drawn for an official tour, the employee must submit the final TA Adjustment Bill within 15 days from the date of completion of the tour journey. Prompt submission is mandatory to settle government accounts and adjust unspent advance balances.

88. (C) Recovered in lump sum from salary along with penal interest as applicable
If a government servant fails to submit the Travelling Allowance adjustment bill within the prescribed deadline after drawing an advance, the entire outstanding advance is recovered in a lump sum from the employee's salary, along with applicable penal interest charged from the date of drawal.

89. (A) Both A and R are true and R is the correct explanation of A
Financial rules strictly prohibit granting a second Travelling Allowance advance while an earlier advance remains unadjusted. This restriction prevents the accumulation of outstanding temporary advances and ensures strict fiscal discipline, making the financial control principle the direct and complete explanation for the rule.

90. (B) Within 60 days of completion of the journey
When a Travelling Allowance advance is drawn for a transfer journey, the official must submit the transfer TA adjustment bill within 60 days from the date of completion of the journey. This extended timeframe accommodates the additional time required for household relocation and settling at the new station.

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91. (B) Yes, penal interest is charged from drawal date if not submitted in time
Interest is charged on an unadjusted Travelling Allowance advance if the adjustment bill is not submitted within the prescribed time limit. In such cases of delay, penal interest is levied on the total advance amount calculated from the date of drawal until final recovery or settlement.

92. (B) Within 60 days from the date of completion of journey
Under revised Ministry of Finance instructions, Travelling Allowance claims where no travel advance was drawn must be submitted within 60 days from the date of completion of the journey. Failure to submit within this prescribed period results in the claim becoming time-barred unless formally condoned.

93. (A) Claim forfeits, unless delay is condoned by competent authority
If a Travelling Allowance claim without an advance is submitted after the prescribed 60-day deadline without valid justification, the claim forfeits automatically. Reimbursement can

137. (D) Local Journey conveyance expenses; DA adjusted for free lunch provided
For local training within headquarters where free lunch and tea are provided, the official cannot claim full outstation tour allowances. Entitlement is restricted to local journey conveyance expenses, and any daily allowance claim is proportionately adjusted or reduced to reflect free meals provided by the institution.

138. (D) All of the above
Common audit objections regarding Travelling Allowance claims include booking air tickets through unauthorized private agencies without administrative relaxation, omitting original boarding passes, and claiming full Composite Transfer Grant without an actual change of residence. All listed irregularities trigger official audit observations during financial reviews.

139. (B) Disallowance of claim, recovery of advance, and CCS (CCA) disciplinary action
Submitting fake or non-GST tax invoices to claim hotel accommodation reimbursement constitutes serious financial misconduct. During audit inspection, such claims are immediately disallowed, any drawn advance is recovered with penal interest, and disciplinary proceedings under CCS (CCA) Rules are initiated against the offending official.

140. (B) Penal interest charged on unadjusted advance from drawal till recovery
Failing to submit the Travelling Allowance adjustment bill within 15 days of tour completion without valid administrative permission carries strict financial consequences. Penal interest is charged on the total outstanding advance amount from the date of drawal until full recovery or final bill settlement.

141. (A) Drawing mileage allowance when using free government transport violates Travelling Allowance Rules
Audit objects to road mileage claims when travel is performed in free government-provided vehicles. Travelling Allowance is a compensatory reimbursement designed to cover personal out-of-pocket expenses. Claiming mileage allowance while utilizing free official transport violates core service rules and constitutes an improper financial claim.

142. (C) Restricted to 1/3rd (33.33%) Basic Pay for transfer within same station
When a transfer occurs within the same station involving an actual change of residence, Composite Transfer Grant is restricted to one-third, or 33.33 percent, of basic pay. Claiming 80 percent basic pay is invalid, triggering an audit observation to restrict payment and recover excess amounts.

143. (D) No, journey during unauthorized absence is invalid for TA entitlement
Travelling Allowance is admissible only for journeys undertaken while performing official duties in the public interest. A period of unauthorized absence interrupts official duty status, rendering any travel performed during such period invalid for Travelling Allowance reimbursement or daily allowance claims under government service rules.

144. (C) Excess TA drawn beyond rules; recovered from salary with penal interest
In audit terminology, an overpayment of Travelling Allowance refers to excess funds drawn beyond statutory entitlements or unsupported by valid vouchers. Such irregular amounts are disallowed during audit verification and recovered directly from the employee's salary, often along with applicable penal interest.

145. (A) Within 1 year from the date of retirement
A retired government servant settling at a new location post-retirement must complete the transportation of personal household effects within one year from the official date of retirement. Claims submitted for journeys or transport performed beyond this one-year ceiling are time-barred unless specially extended.

146. (D) ₹96,000 (80% of Basic Pay)
For a retiring employee settling at an outstation or hometown, the Composite Transfer Grant entitlement is 80 percent of last drawn basic pay, matching transfer TA rules. With a basic pay of 1,20,000 rupees, 80 percent equals 96,000 rupees, which is fully admissible upon actual settlement.

147. (A) One-third (33.33%) of basic pay
When a retiring government servant settles at the same station post-retirement, Composite Transfer Grant is restricted to one-third, or 33.33 percent, of the last drawn basic pay, provided that an actual change of residence is involved

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are entitled to transport up to a maximum of 6,000 kilograms of personal household effects by goods train or road container upon transfer in public interest between stations.

105. (A) 6,000 kg
Under Seventh Pay Commission provisions, government employees in Pay Levels 6 to 11 are entitled to transport a maximum of 6,000 kilograms of personal household effects on official transfer involving a change of station, matching the weight ceiling granted to senior officers in higher pay levels.

106. (B) 3,000 kg
Under Seventh Central Pay Commission regulations, the maximum weight limit entitlement for the transportation of personal household effects on official transfer for a government employee in Pay Level 5 is fixed at 3,000 kilograms by goods train or road container between duty stations.

107. (B) 1,500 kg
For government employees in Pay Level 4 and below, the maximum permissible weight limit entitlement for transportation of personal household effects on transfer involving a change of station is 1,500 kilograms, reimbursable at prescribed goods train or road container rates under Seventh Pay Commission rules.

108. (B) Yes, 5,000 kg is within the 6,000 kg ceiling limit for Level 11
An officer in Pay Level 11 is entitled to transport up to 6,000 kilograms of personal effects on official transfer. Because the officer transported 5,000 kilograms, which falls within the prescribed statutory ceiling limit, full reimbursement of transportation expenditure is admissible at approved per-kilometer road rates.

109. (A) Restricted to actual expense or prescribed road rate ceiling, whichever is lower
When personal effects are transported by road between stations connected by railway, reimbursement is regulated strictly. The admissible amount is restricted to actual expenditure or the prescribed road mileage ceiling rate for entitled weight, whichever is lower, ensuring public funds are managed economically.

110. (C) Reimbursement is restricted to the maximum permissible weight ceiling
If an employee transports personal effects exceeding their prescribed weight limit on transfer, the claim is not rejected entirely. Instead, the Drawing and Disbursing Officer restricts reimbursement strictly to the maximum permissible weight ceiling applicable to the employee's Pay Level, disallowing costs for extra weight.

111. (D) One motor car or one motor cycle/scooter
Under Seventh Pay Commission rules, government officers in Pay Level 6 and above are entitled to transport one personal motor car or one motorcycle/scooter at government expense on official transfer involving a change of station, provided the vehicle is registered in the officer's or spouse's name.

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112. (C) One motor cycle / scooter / bicycle
An official in Pay Level 5 is entitled to transport one personal motorcycle, scooter, or bicycle at government expense on official transfer involving a change of station. Transporting a motor car at government expense is not an admissible entitlement for Pay Level 5 under service rules.

113. (B) Actual freight charged by Railways for motor car by passenger train
When a personal motor car is transported by passenger train on transfer, reimbursement is granted for the actual freight charges billed by Railways for carriage of the motor car. Official entitlement rules permit full reimbursement of genuine railway freight costs incurred for vehicle transit.

114. (D) Road mileage rate for car for one journey, plus travel entitlement
When a government servant drives a personal car by road from the old to the new station on transfer, the employee is entitled to road mileage rate for the car for one journey. Additionally, personal travel fare entitlements apply for self and family members performing the transfer move.

115. (A) No, conveyance must be owned by official or spouse
Transportation of personal conveyance on transfer is admissible only if the vehicle is legally owned by the government servant or their spouse and registered in their name. Employees cannot

ceiling of 900 rupees per day. This claim is processed upon submission of valid vouchers or prescribed self-declarations as authorized by government financial instructions.

50. (B) I, II and III
Daily Allowance calculation based on total duration of absence from headquarters is regulated as follows: absence up to 6 hours grants 30 percent, absence between 6 and 12 hours grants 70 percent, and absence exceeding 12 hours grants 100 percent of the daily allowance rate. All three statements are correct.

51. (A) Actual travel expenses by non-AC taxi, auto-rickshaw, or bus up to daily ceiling
Under Seventh Pay Commission provisions, an officer in Pay Level 8 on official tour is entitled to local travel reimbursement for actual expenses incurred using non-AC taxi, auto-rickshaw, or public bus, up to the prescribed daily monetary ceiling upon providing necessary details or vouchers.

52. (A) Both A and R are true and R is the correct explanation of A
Daily Allowance compensates employees for extraordinary expenses incurred while actively performing public duty away from headquarters. Taking casual or earned leave during a tour suspends official duty status. Consequently, Daily Allowance is strictly disallowed during leave periods, as the underlying public duty requirement for paying the allowance is absent.

53. (A) No reimbursement for local travel charges
Daily Allowance components for local travel compensate employees for out-of-pocket transportation costs incurred on tour. When free transport facility is provided by the government or local administration, the official incurs no personal travel expenditure. Consequently, no reimbursement for local travel charges is admissible under Travelling Allowance rules.

54. (D) DA is automatically doubled for working on a public holiday during tour
Daily Allowance is paid at standard rates for halts on Sundays or public holidays occurring during an outstation tour if the official remains at the duty point. Service rules do not contain any provision to double the daily allowance rate for working on a holiday, making that assertion incorrect.

55. (B) Level 12 and 13
Under Seventh Pay Commission entitlements, officers in Pay Level 12 and Level 13 are entitled to travel by Economy Class by Air for official tours and transfers within India. Officers below Level 12 are generally required to travel by rail unless specifically authorized by competent higher authorities.

56. (B) Business / Club Class
Under Seventh Pay Commission rules, government officers in Pay Level 14 and above are entitled to travel in Business Class or Club Class by Air for official tours within India. This represents the standard air travel entitlement for high-level administrative posts in the Central Government hierarchy.

57. (D) I, II and III
Rail travel entitlements under Seventh Pay Commission rules assign Executive Class or AC First Class to Level 14 and above, AC 2-Tier or AC 3-Tier or AC Chair Car to Levels 6 to 11, and First Class or AC 3-Tier or AC Chair Car to Level 5 and below. All pairs are correct.

58. (A) No, Level 7 is entitled to rail travel (AC 2/3-Tier) unless authorized by competent authority
An employee in Pay Level 7 is standardly entitled to rail travel in AC 2-Tier or AC 3-Tier for official duty tours. Air travel is not a standard entitlement for Level 7 and cannot be undertaken unless prior sanction or relaxation is granted by a competent administrative authority in public interest.

59. (B) II only
Under the Seventh Central Pay Commission framework, the primary criterion for determining Travelling Allowance entitlements, including travel class, hotel ceilings, and daily allowance, is the officer's Pay Level in the Pay Matrix (Basic Pay). Post designations and service length no longer serve as direct criteria for TA entitlement classification.

60. (A) Both A and R are true and R is the correct explanation of A
Non-entitled government officials may be granted permission for air travel by a Secretary of the Administrative Department under exceptional operational circumstances. Urgency, remote accessibility, and public interest mandate such relaxations, making the necessity for swift

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an outstation hospital is entitled to travel in the same travel class as admissible on official tour. These travel entitlements are determined directly by the officer's Pay Level under standard government Travelling Allowance provisions.

127. (D) DA is not admissible for halt days; only onward and return travel fare is paid
During an outstation medical treatment journey, Daily Allowance is not admissible for halt days spent undergoing treatment or staying in the hospital. The government official is granted reimbursement exclusively for onward and return travel fares incurred for self and certified attendant between stations.

128. (C) Travel fare equal to the official's entitlement class for onward and return journeys
When an authorized medical officer certifies that an attendant must accompany a government servant to an outstation hospital for urgent medical treatment, Travelling Allowance for the attendant is admissible. The attendant receives travel fare equal to the official's entitled travel class for onward and return journeys.

129. (B) No TA is admissible unless specifically authorized by general/special order
Journeys performed by government servants for medical examination required for initial confirmation in service do not automatically entitle the employee to Travelling Allowance. Reimbursement is disallowed unless specifically sanctioned or authorized by general or special administrative orders issued by the competent authority.

130. (D) Approval of Competent Medical Authority or Directorate General of Health Services
Reimbursement for emergency medical air ambulance transportation requires prior approval or ex-post facto sanction from the Competent Medical Authority or Directorate General of Health Services. Due to high operational costs, strict medical certification confirming life-threatening urgency is mandatory before sanctioning financial reimbursement.

131. (A) DA for food/boarding is reduced or excluded as per training rules
When an official attends mandatory outstation training where free boarding and lodging are provided by the institute, Daily Allowance is regulated. The food and lodging components of daily allowance are reduced or excluded according to specific training allowance instructions to avoid double financial benefits.

132. (C) Regulated as Transfer TA (including CTG) if treated as temporary transfer
When official training at a single outstation exceeds 180 days, it is no longer treated as a temporary duty tour. Under service rules, such extended training periods are regulated as temporary transfers, entitling the official to Transfer Travelling Allowance, including Composite Transfer Grant provisions.

133. (A) Full Daily Allowance (subject to reduction if free boarding is provided)
For outstation training programs lasting up to 30 days, government servants are entitled to full Daily Allowance. However, if free boarding or lodging is provided by the training institution, the daily allowance rate is subjected to appropriate standard deductions in accordance with training rules.

134. (D) Local Journey TA or actual conveyance charges as admissible
When an employee attends a local training program within headquarters beyond eight kilometers without an overnight stay, outstation tour TA does not apply. The official is entitled to Local Journey Travelling Allowance or reimbursement of actual local conveyance charges as admissible under local transit provisions.

135. (B) Daily Allowance rates fixed by Ministry of External Affairs/Finance
When a government servant is deputed for official training abroad, domestic Travelling Allowance rules do not apply. Foreign TA and Daily Allowance entitlements are regulated strictly by specific orders and daily allowance rates established by the Ministry of External Affairs and Ministry of Finance.

136. (C) No, family TA is not admissible for short training tours (under 180 days)
For short outstation training programs lasting less than 180 days, the journey is classified as an official duty tour. Consequently, Travelling Allowance for family members is not admissible, as family travel benefits are restricted strictly to permanent transfers or extended training treated as temporary transfer.

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claim reimbursement for transporting borrowed, rented, or third-party vehicles under government Travelling Allowance regulations.

116. (C) Actual freight restricted to railway freight or road mileage rate ceilings
When a personal conveyance is transported using a truck container on official transfer, reimbursement is regulated by financial ceilings. The employee receives actual freight expenditure restricted to the equivalent railway freight charge or the prescribed road mileage rate ceiling applicable for vehicle transportation.

117. (A) Normally within 6 months of joining at new station
Transportation of personal conveyance and household effects on transfer must normally be completed within six months from the date of joining duty at the new station. Extensions beyond this period require formal administrative justification and approval from the competent authority to remain eligible for reimbursement.

118. (D) Regulated by CCS (LTC) Rules 1988, while entitlement classes follow TA rules
Leave Travel Concession is governed by Central Civil Services (LTC) Rules 1988 regarding eligibility, frequency, and block periods. However, travel entitlements—such as travel class by rail, road, or air—are directly linked to and determined by Travelling Allowance rules based on the employee's Pay Level.

119. (B) No, Daily Allowance and local transit charges are strictly not admissible
Under Leave Travel Concession rules, reimbursement is restricted strictly to actual travel fares incurred between headquarters and the declared destination. Daily Allowance, hotel accommodation charges, food costs, and local transit expenses are strictly non-reimbursable, as LTC covers long-distance travel rather than official outstation duty halts.

120. (C) Balmer Lawrie, IRCTC, ATT, or directly from airline
When travelling by air on Leave Travel Concession under entitlement or special relaxation packages, tickets must be purchased exclusively through authorized travel agencies—Balmer Lawrie & Company, IRCTC, and M/s Ashok Travels & Tours—or directly from the airline's official website, adhering to strict financial rules.

121. (D) Restricted to entitled class public bus fare by shortest route
When an official travels by a private non-entitled bus or vehicle for an LTC journey where public transport exists, reimbursement is restricted. The claim is passed strictly based on the fare of the entitled class in public state transport buses along the shortest route, disallowing private excess charges.

122. (A) Restricted to State Transport bus fare, or disallowed if tour package
Travelling in a private luxury tourist package bus operated by private aggregators is restricted under LTC rules. Reimbursement is limited to the equivalent State Transport bus fare for that route, or disallowed completely if the ticket cost includes private sightseeing, lodging, or packaged tour services.

123. (B) No, halt expenses, hotel, and food are non-reimbursable under LTC
Daily Allowance cannot be claimed for halts or stays at destinations during a Leave Travel Concession journey. LTC rules cover only travel fares incurred between headquarters and the destination, explicitly excluding hotel room charges, food bills, and daily halt allowances from reimbursement under public funds.

124. (B) Prescribed road mileage rate or actual public transport fare
When an LTC journey requires road travel between places not connected by public transport or rail, reimbursement is allowed based on the prescribed road mileage rate or actual public transport fare incurred, ensuring reasonable travel costs are reimbursed where regular transport facilities are unavailable.

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125. (A) Yes, TA for patient and one attendant (if certified necessary) is admissible
Under Central Services (Medical Attendance) Rules, Travelling Allowance is admissible when a patient is referred to an outstation hospital for specialized medical treatment. If the authorized medical attendant certifies that an accompanying attendant is necessary, travel fare for one attendant is also reimbursable from government funds.

126. (C) Entitled class as on official tour
A government servant performing an authorized journey for specialized medical treatment at

and demonstrated upon shifting household establishment.

148. (C) Yes, family travel within 1 year of retirement is admissible
Under Retirement Travelling Allowance provisions, dependent family members of a retiring employee are not required to travel on the exact retirement date. Travel fare reimbursement is fully admissible provided family travel and settlement are completed within one year from the official date of superannuation.

149. (A) Yes, conveyance transport entitlement is identical to transfer TA rules
A retired government official is entitled to claim reimbursement for transporting a personal conveyance, such as a motor car or motorcycle, to their chosen hometown or settlement location post-retirement. Entitlement rules and freight ceilings are identical to those applicable to government transfers in public interest.

150. (D) Proof of residence at new station along with travel receipts or vouchers
To claim Retirement Travelling Allowance for settling at a new outstation or hometown, the retired official must submit valid proof of residence at the new location, alongside original travel tickets and transport vouchers. These documents provide mandatory proof of actual relocation before claims are disbursed.

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(B) The total reimbursement claim is automatically reduced by fifty percent.
(C) Earned Leave equal to the duration of travel is debited as a penalty.
(D) The claim stands forfeited unless relaxed by competent authority.

33. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Boarding passes in original are mandatory documents to be submitted along with the LTC final reimbursement bill for air travel.
Reason (R): Boarding pass serves as conclusive proof of actual performance of the air journey by the passenger.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

34. In case an employee loses the original boarding pass after performing an LTC air journey, what alternative document is required for processing the LTC claim?
(A) Self-declaration on plain paper along with a copy of police FIR for lost document
(B) Sworn affidavit certified by a First Class Magistrate or Oath Commissioner only
(C) Certificate from the airline confirming actual travel along with self-declaration
(D) e-Ticket printout duly certified and stamped by any registered local travel agent

35. For a newly recruited Government servant, how are the LTC concessions structured during the first eight years of continuous service?
(A) Three Home Town LTCs and one Anywhere in India LTC in each 4-year block
(B) Eight Home Town LTCs continuously for the first eight years of service
(C) Four Home Town LTCs and four Anywhere in India LTCs taken in alternate years
(D) One Anywhere in India LTC every year continuously for eight years of service

36. Consider the following options for a fresh recruit during his first four-year block of service:
I. 1st Year: Home Town LTC
II. 2nd Year: Home Town LTC
III. 3rd Year: Home Town LTC
IV. 4th Year: Anywhere in India LTC
Which of the above options correctly represents the entitlement sequence?
(A) I and IV only
(B) I, II and IV only
(C) II, III and IV only
(D) I, II, III and IV

37. When does a newly recruited employee transition from the fresh recruit LTC scheme to the regular four-year block LTC scheme?
(A) Immediately after completing 5 years of continuous service
(B) Immediately after completing 8 years of continuous service
(C) Immediately after completing 10 years of continuous service
(D) On reaching Pay Level 10 in the Pay Matrix scheme

38. A PGT teacher joined Directorate of Education GNCTD on 15th January 2018. During her 5th year of service (2022), which LTC option is she entitled to under the fresh recruit rules?
(A) Anywhere in India LTC
(B) No LTC entitlement in the 5th year
(C) Home Town LTC
(D) Foreign Tour LTC

39. What is the maximum number of days of Earned Leave (EL) that can be encashed by a Government servant at the time of availing LTC on one occasion?
(A) 5 days
(B) 10 days
(C) 15 days
(D) 30 days

40. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): A Government servant can encash Earned Leave while availing LTC up to a maximum limit of 60 days in his entire career.
Reason (R): Encashment of EL on LTC is subject to the condition that a balance of at least 30 days of Earned Leave remains at credit after such encashment.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A

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next block.

III. If an employee avails the carried-forward LTC in the grace year, the regular LTC of the new block for that sub-block is forfeited.

Which of the above statement(s) is/are correct?

(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

9. If a Government servant fails to utilize the Home Town LTC carried forward from the preceding 2-year block within the grace year, what is the regulatory consequence?

(A) The concession automatically converts into an Anywhere in India LTC for the next block.
(B) The concession lapses permanently and cannot be restored.
(C) The concession is extended by one additional financial year with prior Ministry approval.
(D) The employee is penalized by deduction of five days of Earned Leave.

10. A Vice-Principal appointed on 1st July 2022 in a GNCTD school seeks to avail Home Town LTC for the block 2022-2023. However, due to administrative exigencies, he could not travel by 31st December 2023. What is the latest date up to which he can perform the outward journey using the carry forward facility?

(A) 31st March 2024
(B) 30th June 2024
(C) 31st December 2024
(D) 31st March 2025

11. An officer who has declared his Home Town as Kanyakumari is posted in Delhi. Under the regular LTC rules (excluding special conversions), how many times can he avail Home Town LTC in a 4-year block period?

(A) Once
(B) Twice
(C) Three times
(D) Four times

12. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):

Assertion (A): A Government servant can surrender one Home Town LTC in a 4-year block to avail 'Anywhere in India' LTC.

Reason (R): 'Anywhere in India' LTC is an additional concession granted over and above the two Home Town LTCs in every 4-year block.

In the context of the above statements, which one of the following is correct?

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

13. Which of the following places is NOT covered under the special relaxation scheme allowing conversion of Home Town LTC for visiting specific regions?

(A) North Eastern Region (NER)
(B) Union Territory of Jammu & Kashmir
(C) Union Territory of Andaman & Nicobar Islands
(D) Foreign destinations in SAARC countries

14. When a Government servant converts a Home Town LTC to visit the North Eastern Region under the special relaxation scheme, travel by air is permissible from which designated point for non-entitled employees?

(A) From any airport in India directly
(B) From New Delhi airport only
(C) From Kolkata / Guwahati
(D) Air travel is strictly prohibited for non-entitled employees even under special scheme

15. Consider the following conditions regarding the eligibility of an employee's spouse for LTC benefits:

I. The spouse must be legally married to the employee.
II. The spouse must be residing with and wholly dependent on the employee, if earning.
III. If the spouse is also a Central Government employee, both can claim LTC independently for the same family members in the same block.
IV. If the spouse is employed in the Central Government, they can declare each other as dependents or claim separately as independent heads.

Which of the above statement(s) is/are correct?

(A) I and IV only
(B) I, II and III only
(C) II and III only
(D) I, III and IV only

16. What is the upper monthly income limit from all sources (including pension and pension

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(B) Flexi-fare is admissible for entitled classes in Rajdhani/Shatabdi/Duronto.
(C) Only basic fare is reimbursed while flexi component is deducted from final claim.
(D) Reimbursable only if prior special sanction is approved by Ministry of Railways.

64. Consider the following conditions governing LTC advance drawal:
I. Advance can be drawn up to 90% of estimated travel cost.
II. Separate advance can be drawn for family members traveling separately.
III. Advance must be drawn at least 180 days in advance of travel.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

65. If a Government servant takes an LTC advance for a family journey scheduled for 10th June, by what date must tickets be produced to the Controlling Officer?
(A) Within 10 days of drawal of advance
(B) On the date of departure
(C) Within 30 days after completion of journey
(D) No ticket proof is required prior to journey

66. A teacher drew an LTC advance of ₹40,000 on 1st May for a journey scheduled on 15th May. Due to personal reasons, the journey was cancelled. By what date must the teacher refund the unutilized advance in full to avoid penal interest?
(A) Immediately upon cancellation of journey
(B) Within thirty days from date of cancellation
(C) On or before 31st December of current year
(D) By the close of the current financial year

67. What is the consequence if an LTC claim without advance is submitted after 3 months from the date of completion of the return journey?
(A) Claim stands forfeited unless time-limit relaxation is granted by competent authority.
(B) Claim is automatically paid after deducting a mandatory ten percent penalty charge.
(C) Claim amount is credited directly and adjusted against the employee GPF account balance.
(D) Head of School can approve full reimbursement payment without any higher sanction.

68. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Special relaxation allowing air travel to Andaman & Nicobar Islands, J&K, Ladakh, and NER on conversion of Home Town LTC is extended periodically by DoPT.
Reason (R): This relaxation is aimed at boosting domestic tourism, air connectivity, and socioeconomic development of these specific regions.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

69. Under the special relaxation scheme for travel to J&K/Ladakh/NER/A&N, government employees non-entitled to air travel are permitted to travel by air in Economy class from which points?
(A) From employee headquarters directly to destination in all cases
(B) From designated hub cities depending on the region visited
(C) From Mumbai airport terminal only for all foreign and domestic routes
(D) Non-entitled employees can never travel by air even under special relaxation

70. Is an employee entitled to LTC for visiting a destination outside India if the flight route transits through a foreign airport?
(A) Yes, fully reimbursable as long as the final declared destination is in India.
(B) Fully allowed if foreign transit stay duration is less than twelve hours.
(C) No reimbursement is allowed for any international sector ticket or routing.
(D) Allowed subject to a mandatory flat twenty percent fare deduction penalty.

71. Consider the following conditions for claiming reimbursement of journey performed by road on LTC:
I. Travel must be by public transport bus run by Central/State Undertakings.
II. If operated by private operators, bus must be chartered by State Tourism Development Corporation.

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train fare of the entitled class of travel.
(D) The claim will be passed after deducting a penalty of ten percent from total amount.

25. An employee entitled to travel by AC II Tier in train performs an LTC journey by Premium Tatkal train service. Is the Premium Tatkal surcharge admissible?
(A) Yes, Premium Tatkal fare is fully admissible for all employees across all entitled pay levels.
(B) Premium Tatkal charges are not admissible; reimbursement is restricted to normal train fare.
(C) No, Premium Tatkal charges are strictly non-reimbursable under LTC rules under any circumstance.
(D) Admissible only if special approval is obtained from the Head of Department prior to travel.

26. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Travel by private chartered bus or private taxi on LTC is generally not permissible unless operated by State Road Transport Corporations.
Reason (R): CCS (LTC) Rules mandate that public transport operated by Government, State Transport Undertakings, or local bodies should be used to ensure safety and financial discipline.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

27. What is the maximum percentage of estimated fare that can be granted as LTC advance to a Government servant?
(A) 75%
(B) 80%
(C) 90%
(D) 100%

28. How many days in advance of the proposed date of outward journey can an LTC advance be drawn by a Government servant for train travel?
(A) 30 days
(B) 60 days
(C) 90 days
(D) 125 days

29. Consider the following statements regarding the conditions that apply when an LTC advance is granted to a Government servant:
I. The advance must be refunded immediately in full if the journey is not commenced within the prescribed time limit.
II. The government servant must produce ticket details as proof of booking within 10 days of drawing the advance.
III. Interest at penal rates will be charged from the date of drawal if advance is drawn but journey is not undertaken.
IV. If advance is taken, final claim must be submitted within 3 months of completion of return journey.
Which of the above statement(s) is/are correct?
(A) I, II and III only
(B) I and IV only
(C) II and IV only
(D) I, II, III and IV

30. What is the time limit for submission of the final LTC adjustment claim when an advance HAS BEEN drawn by the employee?
(A) Within 15 days of completion of the return journey
(B) Within one month of completion of the return journey
(C) Within two months of completion of the return journey
(D) Within three months of completion of the return journey

31. What is the time limit for submission of the final LTC claim when NO LTC advance HAS BEEN drawn by the employee?
(A) Within one month of completion of the return journey
(B) Within two months of completion of the return journey
(C) Within three months of completion of the return journey
(D) Within six months of completion of the return journey

32. If a Government servant fails to submit the LTC claim within the stipulated time period (where no advance was drawn), what is the primary consequence?
(A) An administrative fine of ₹1,000 is levied for every month of delay.

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equivalent) for a parent to be considered 'wholly dependent' on a Government servant for LTC purposes?
(A) ₹3,500 plus Dearness Relief
(B) ₹7,500 plus Dearness Relief
(C) ₹9,000 plus Dearness Relief
(D) ₹12,000 plus Dearness Relief

17. For children born on or after 20th October 1998, what is the maximum number of surviving children for whom LTC is admissible under CCS (LTC) Rules?
(A) One child
(B) Two children
(C) Three children
(D) No restriction on the number of children

18. What exception applies to the child limit rule under CCS (LTC) Rules for children born after 20th October 1998?
(A) In case the second child born to the employee is a daughter
(B) In case the child is legally adopted after attaining 5 years of age
(C) In case of multiple birth in second childbirth
(D) In case the child is certified as physically or mentally disabled

19. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): An unmarried stepbrother residing with the Government servant is eligible for LTC as a family member if he is wholly dependent.
Reason (R): Stepchildren and stepbrothers/ stepsisters who are wholly dependent and residing with the Government servant are included in the definition of 'family' under CCS (LTC) Rules.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

20. Under CCS (LTC) Rules, a married daughter who has been divorced or abandoned by her husband is eligible for LTC under which condition?
(A) She is entitled unconditionally regardless of her monthly income
(B) She cannot be included under any circumstances as a family member
(C) She can only be included if she has no dependent children of her own
(D) She resides with and is wholly dependent on the employee

21. Which level in the Pay Matrix is the minimum eligibility threshold for travel by Air in Economy class on LTC for regular journeys?
(A) Pay Level 6
(B) Pay Level 8
(C) Pay Level 9
(D) Pay Level 10

22. Consider the following travel agencies:
I. Indian Railway Catering and Tourism Corporation Limited (IRCTC)
II. M/s Balmer Lawrie & Company Limited (BLCL)
III. M/s Ashok Travels & Tours (ATT)
Which of the above travel agencies are officially authorized by the Ministry of Finance / DoPT for booking air tickets for LTC travel?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

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23. What is the mandatory requirement regarding air ticket booking for LTC as per the latest DoPT instructions?
(A) Tickets can be purchased from any private online travel portal provided the rate is lower than authorized agents
(B) Tickets must be purchased directly from official airline airport counters or physical booking offices only
(C) Tickets can be purchased through private travel agents provided a commission discount is passed to government
(D) Tickets must be booked through authorized travel agents or airline website at the lowest available fare

24. A Principal in Pay Level 12 books air tickets for LTC through a private online travel portal (e.g., MakeMyTrip) without obtaining prior relaxation from the competent authority. What will be the action taken by the Pay & Accounts Office (PAO) on the LTC claim?
(A) The claim will be disallowed completely unless relaxed by competent authority.
(B) The claim will be passed in full if the fare is lower than the authorized agent fare.
(C) The claim will be restricted to the lowest

(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

41. Is leave encashment admissible if a Government servant avails LTC during casual leave only?
(A) No, leave encashment strictly requires regular earned leave or half pay leave.
(B) Yes, EL encashment up to 10 days is admissible on Casual Leave.
(C) Yes, but maximum five days of Earned Leave can be encashed on Casual Leave.
(D) Admissible only for Home Town LTC journeys, not for Anywhere in India LTC.

42. What happens to the days of Earned Leave encashed along with LTC with respect to the maximum limit of 300 days of EL encashment allowed at the time of retirement?
(A) Encashment during LTC is fully deducted from the 300-day limit at retirement.
(B) Encashment during LTC is over and above the 300-day retirement ceiling.
(C) Half of the days encashed during LTC are deducted from the retirement ceiling.
(D) Encashment during LTC is adjusted against the Half Pay Leave balance at retirement.

43. Consider the following conditions regarding encashment of Earned Leave along with LTC:
I. The total EL encashed in entire service shall not exceed 60 days.
II. Minimum 30 days EL must remain at credit after encashment.
III. The employee must actually avail LTC for self and/or family.
IV. Encashment must be approved at least 6 months prior to journey.
Which of the above conditions must be satisfied?
(A) I, II and III only
(B) I and III only
(C) II and IV only
(D) I, II, III and IV

44. Can a Government servant surrender Earned Leave for encashment on LTC when ONLY family members perform the journey without the employee?
(A) No, the employee must personally undertake the journey to claim EL encashment.
(B) Allowed only if the travelling family members include dependent parents.
(C) Yes, EL encashment is admissible when family travels without employee.
(D) Allowed only once in the entire service career of the government employee.

45. Which of the following expenditures is REIMBURSABLE under the CCS (LTC) Rules?
(A) Local sight-seeing bus tour charges incurred at destination
(B) Hotel stay, lodging and board expenses during transit
(C) Travel agency service charges or booking fees paid to private agents
(D) Catering charges mandatorily included in train ticket fare

46. If an employee travels on LTC in a class higher than his entitlement, how is the reimbursement calculated?
(A) The entire reimbursement claim is rejected for rule violation.
(B) Reimbursement is capped at 50% of actual higher class fare paid.
(C) Restricted to entitled class fare by shortest route.
(D) Full fare paid is reimbursed after Head of Department approval.

47. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Travel by air on LTC to foreign countries is strictly prohibited under CCS (LTC) Rules.
Reason (R): Leave Travel Concession is designed exclusively to promote domestic tourism and enable visits to declared hometowns within the territorial jurisdiction of India.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

48. If an LTC journey involves travel by road between places not connected by rail, reimbursement for travel by public bus is allowed on what basis?
(A) Flat mileage allowance calculated at the standard rate of ₹20 per km
(B) Reimbursement restricted strictly to local auto-rickshaw fares
(C) No road travel expenditure is reimbursable

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under LTC provisions
(D) Actual fare of public bus operated by State Transport Corporation

49. When a Government servant and his family travel on LTC between two stations connected by rail using a private taxi, how is the claim regulated?
(A) Claim restricted to entitled rail fare by shortest route.
(B) Actual taxi fare reimbursed in full on submission of valid bill.
(C) Full claim is rejected completely without any reimbursement payment.
(D) Reimbursed as per ordinary bus fare of State Transport Corporation.

50. Consider the following grounds regarding an LTC claim in a GNCTD school:
I. Air tickets purchased from unauthorized private online travel portals like Yatra/ MakeMyTrip.
II. Non-submission of original boarding passes for air journeys.
III. Claim submitted after 45 days from return journey when advance was drawn.
IV. Income of dependent parent exceeding ₹9,000 p.m. plus Dearness Relief.
Which of the above constitute valid grounds for raising an Audit Objection on an LTC claim?
(A) I and II only
(B) I, II and IV only
(C) I, II, III and IV
(D) III and IV only

51. If an employee draws LTC advance but fails to perform the journey and fails to refund the advance within the prescribed time, what rate of interest is charged as penalty?
(A) Penal interest @ 2% over GPF rate from drawal date to refund date
(B) Standard prevailing commercial bank lending rate of 6% per annum
(C) Flat penal interest rate of 12% per annum from the date of drawal
(D) Mandatory penal interest charged at a flat rate of 18% per annum

52. A Head of School notices that a staff member submitted forged air tickets and fake boarding passes to claim LTC reimbursement of ₹85,000. Under CCS (LTC) Rules and CCS (CCA) Rules, what administrative and disciplinary action is mandated?
(A) Deduction of entire fraudulent amount from salary along with a written reprimand issued by Head of School.
(B) Immediate suspension for three days and administrative transfer to another school without financial recovery.
(C) Reduction of Earned Leave balance by 60 days along with full recovery without initiating departmental inquiry.
(D) Claim disallowance, recovery with penal interest, next block forfeiture, and CCS (CCA) disciplinary action.

53. Under the provisions of LTC rules, what is the consequence of fraudulent claim of LTC on the future LTC entitlements of the employee?
(A) Forfeiture of LTC facility for a period of one calendar year only
(B) Forfeiture of immediate next LTC block besides disciplinary action
(C) No effect on future LTC entitlements once full recovery of advance is made
(D) Permanent forfeiture of all future leave encashment benefits only

54. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): For claiming LTC, the journey must be performed by the shortest direct route between the headquarters and the declared destination.
Reason (R): If an employee travels by a circuitous route for personal convenience, reimbursement is restricted to the fare calculated via the shortest direct route.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

55. What is the prescribed rule regarding combination of Leave Travel Concession with official tour?
(A) LTC can never be combined with official tour under any administrative circumstance.
(B) LTC automatically converts official tour into LTC travel for all dependent family members.
(C) Official tour daily allowance and lodging charges are paid for LTC duration days also.

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(D) LTC allowed from tour station to destination and back with pro-rata travel regulation.

56. When both husband and wife are Central Government employees residing together, how is the Home Town declaration regulated?
(A) They may declare a joint hometown or separate hometowns independently.
(B) Both spouses must declare separate hometowns mandatorily in service book.
(C) Wife must adopt husband's declared hometown automatically upon marriage.
(D) Husband must adopt wife's declared hometown automatically upon marriage.

57. Consider the following statements regarding LTC for a spouse working in an autonomous body funded by Government:
I. If the spouse gets LTC from the autonomous body, the employee cannot claim LTC for the spouse under CCS (LTC) Rules.
II. The employee must furnish a certificate that the spouse has not claimed LTC from their employer for the same block.
III. Both can claim LTC for the same child simultaneously from both employers.
IV. Double benefit for the same family member from two separate public employers is strictly prohibited.
Which of the above statements are CORRECT?
(A) I, II and IV only
(B) I and III only
(C) II and III only
(D) I, II, III and IV

58. Can an employee alter/change his declared Home Town during his entire service tenure?
(A) No, hometown once declared at entry into service is final and completely immutable.
(B) Yes, allowed once in entire service career under exceptional circumstances.
(C) Yes, allowed multiple times subject to prior approval of the Head of School.
(D) Allowed automatically every ten years upon submission of fresh declaration.

59. Which authority in GNCTD is competent to approve a change of declared Home Town for a Principal of a Government School?
(A) Directorate of Education / Competent Authority
(B) Vice-Principal or Vice-Head of the concerned school
(C) Concerned Pay and Accounts Officer (PAO) of the zone
(D) School Management Committee (SMC) of the institution

60. What is the requirement regarding nature of leave to be taken for availing LTC?
(A) LTC can strictly only be availed during Earned Leave or official Summer Vacations.
(B) Casual Leave cannot be used for LTC travel under any administrative circumstances.
(C) LTC can be availed on any recognized leave including CL, EL, HPL, or Commuted Leave.
(D) Study Leave can be combined with LTC travel without any special administrative restrictions.

61. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Vacation staff in schools (such as teachers and Principals enjoying vacation) can avail LTC during vacation periods without applying for formal Earned Leave.
Reason (R): Vacation is treated as duty for administrative purposes and LTC can be combined with vacation or break periods.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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62. If an employee performs an LTC journey during a period of Extraordinary Leave (EOL) granted on medical grounds, is LTC admissible?
(A) Yes, Extraordinary Leave on medical grounds automatically qualifies for LTC travel.
(B) EOL automatically invalidates all previous block year claims and accrued entitlements.
(C) No, not admissible during EOL without pay unless on medical certificate.
(D) Admissible only for Home Town LTC, but strictly excluded for Anywhere in India LTC.

63. Under the LTC rules, what is the entitlement for travel by Flexi-fare / Dynamic fare trains (like Rajdhani / Shatabdi / Duronto)?
(A) Dynamic/Flexi fares are completely disallowed under LTC provisions for all employees.

CHAPTER 07

Leave and Leave Travel Concession (LTC) Rules

1. Under the Central Civil Services (Leave Travel Concession) Rules, 1988, what is the minimum period of continuous service required for a Government servant to become eligible for Leave Travel Concession?
(A) Six months
(B) One year
(C) Two years
(D) Three years

2. Which statutory rule book governs the Leave Travel Concession provisions for employees of the Directorate of Education, Government of NCT of Delhi?
(A) CCS (Conduct) Rules, 1964
(B) CCS (Leave) Rules, 1972
(C) CCS (Leave Travel Concession) Rules, 1988
(D) Fundamental Rules and Supplementary Rules Part III

3. Under the CCS (LTC) Rules, 1988, which of the following categories of employees is NOT entitled to LTC facility?
(A) Persons appointed on daily wage basis
(B) Persons appointed on probation against permanent posts
(C) Re-employed retired government servants with continuous service after re-employment
(D) Temporary government servants who have completed one year of continuous service

4. What is the primary administrative objective of granting Leave Travel Concession to Central/ GNCTD Government employees?
(A) To provide additional monetary allowance in lieu of unavailed leave
(B) To substitute official tour expenses incurred during official duties
(C) To serve as an absolute tax-free cash incentive at the end of every financial year
(D) To facilitate cultural integration and enable employees to visit their hometowns and various parts of India

5. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): A Government servant under suspension is not entitled to avail Leave Travel Concession during the period of suspension.
Reason (R): During the period of suspension, the contract of service remains suspended, and the employee cannot be granted any kind of leave required for LTC travel.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. What is the standard duration of the overarching block year framework under the CCS (LTC) Rules, 1988?
(A) Two calendar years
(B) Three financial years
(C) Four calendar years
(D) Five financial years

7. Under the 4-year LTC block framework, how is the block divided for the purpose of availing Home Town LTC?
(A) Four annual sub-blocks of one year each
(B) One 3-year sub-block and one 1-year sub-block
(C) It cannot be divided and must be taken all at once
(D) Two sub-blocks of two calendar years each

8. Consider the following statements regarding the 'Carry Forward' provision of LTC:
I. An LTC unavailed during a 2-year or 4-year block can be carried forward to the first year of the immediately succeeding block.
II. The carry forward concession must be availed before the end of the first year of the

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III. Travel by auto-rickshaw between home and railway station/airport is reimbursable as per local mileage rates.
IV. Travel by private car registered in the name of employee is unconditionally allowed for long distance LTC.

Which of the above statement(s) is/are correct?
(A) I, II and III only
(B) I and IV only
(C) II and IV only
(D) I, II, III and IV

72. Can a Government servant avail LTC during the period of Earned Leave encashment granted at the time of retirement?
(A) No, journey must be completed before retirement date.
(B) Yes, retirement LTC is permissible within service limits.
(C) Permissible within six months after date of retirement.
(D) Permissible if prior approval is granted by Chief Secretary.

73. What is the rule regarding performance of LTC outward and return journeys across two different block years?
(A) Return journey commencement date determines the applicable block year.
(B) Outward journey date determines the applicable LTC block year.
(C) Claim expenditure is split equally fifty-fifty between both block years.
(D) Such overlapping journeys are declared invalid under standard LTC rules.

74. If an employee performs the outward LTC journey on 30th December 2023 (end of 2022-2023 block) and return journey on 10th January 2024, to which block is the LTC debited?
(A) 2024-2025 block
(B) 2022-2023 block
(C) Carried forward block 2026
(D) Divided equally between 2022-23 and 2024-25

75. What is the definition of 'Hometown' under CCS (LTC) Rules?
(A) Permanent home declared by employee and accepted by controlling authority.
(B) The place where the employee owns registered immovable residential property only.
(C) The city where the employee completed primary and secondary school education.
(D) The official capital city of the employee's declared native home state.

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76. In case of doubt or dispute regarding the correctness of Home Town declaration, who is the final authority to decide under CCS (LTC) Rules?
(A) Head of School / Head of Office
(B) Concerned Pay and Accounts Officer
(C) Administrative Ministry / Controlling Department
(D) Office of Comptroller and Auditor General of India

77. Is LTC admissible to an employee for a step-mother who is residing with and wholly dependent on the employee?
(A) No, step-parents are strictly excluded from definition of family.
(B) Admissible only if biological parents are deceased or non-traceable.
(C) Admissible only with prior special sanction of the Cabinet Secretary.
(D) Yes, step-mother is included if she is wholly dependent.

78. Are major dependent sons eligible for LTC under CCS (LTC) Rules?
(A) Yes, till they attain twenty-six years of age regardless of employment status.
(B) Yes, as long as they remain unemployed, unmarried and wholly dependent on employee.
(C) Eligible until 26 years of age, employment, or marriage, whichever is earlier.
(D) Son is eligible up to twenty-one years of age only under all administrative conditions.

79. What is the age limit for unmarried dependent daughters to be eligible for LTC?
(A) Up to 21 years of age regardless of marital status
(B) Up to 25 years of age provided she is unemployed
(C) Up to 30 years of age provided she is pursuing studies
(D) No age limit if she remains unmarried and dependent.

80. A Vice-Principal claims LTC for his 24-year-old son who is pursuing a Ph.D. degree and receives a monthly research fellowship of ₹31,000. Is the son eligible for LTC reimbursement?

137. Which of the following is correct regarding the frequency of leave encashment allowed along with LTC?
(A) Allowed strictly only once in every four-year block year period during service.
(B) Every time LTC is availed, up to 10 days per occasion, max 60 days in service.
(C) Allowed only twice during the entire continuous service career of the employee.
(D) Allowed strictly only at the time of retirement on superannuation from service.

138. If an employee avails Home Town LTC in sub-block 2022-2023, can he avail Anywhere in India LTC in sub-block 2024-2025 under the 2022-2025 block?
(A) No, both sub-blocks must be taken strictly as Home Town LTC only.
(B) Yes, by converting 2nd Home Town LTC into Anywhere in India LTC.
(C) Anywhere in India LTC can strictly only be taken once in eight years.
(D) Allowed only if the employee has completed twenty years of service.

139. Is LTC admissible to an employee during the period of suspension if the journey is performed by his dependent family members?
(A) Yes, family members can travel and claim LTC during suspension.
(B) No, family members cannot travel during employee suspension period.
(C) Family members can travel only with prior Police NOC clearance.
(D) Claim is settled at flat twenty-five percent rate in suspension.

140. What is the time limit for PAO to audit and settle an LTC claim bill after submission by the DDO?
(A) Standard GFR timeline (normally 15-30 days of receipt)
(B) Within 6 months from the date of bill receipt at PAO
(C) Within 1 year from the date of bill receipt at PAO
(D) On the date of retirement of employee on superannuation

141. If an employee travels on LTC by air, which document proves the actual class of travel and flight details?
(A) Travel Agent Invoice receipt
(B) Hotel Registration Form copy
(C) Passport copy with visa entries
(D) E-ticket and Boarding Passes

142. Under CCS (LTC) Rules, are family members required to travel from the official headquarters of the employee only?
(A) Yes, journey must strictly originate from official headquarters under all rules.
(B) Family members must strictly originate journey from national capital territory.
(C) No, family may travel from elsewhere, but fare is capped from headquarters.
(D) Journey must strictly originate from state capital territory in all cases.

143. If family members travel from a place other than headquarters to the destination, how is the LTC reimbursement capped?
(A) Actual fare paid without any administrative restriction or cap applied.
(B) Capped at fare between headquarters and destination by shortest route.
(C) Fifty percent of actual travel fare paid for the journey by family members.
(D) Completely disallowed under LTC provisions for such family travel journeys.

144. Is an employee eligible for LTC if he is appointed on contract basis for a period of 6 months?
(A) Yes, contract employees get LTC immediately upon joining.
(B) Eligible after three months continuous service.
(C) Eligible for Home Town LTC journeys only.
(D) No, 1 year continuous service is mandatory.

145. What is the maximum number of days of Casual Leave that can be combined with LTC?
(A) Maximum of five days casual leave permitted per spell
(B) Subject to standard Casual Leave limits per spell.
(C) Casual leave cannot be combined with LTC under rules
(D) Maximum of thirty days casual leave permitted per spell

146. Which authority has the power to relax rules under CCS (LTC) Rules in cases of undue hardship?
(A) Head of School / Head of Office
(B) Pay and Accounts Officer (PAO)
(C) DoPT / Administrative Ministry
(D) School Management Committee (SMC)

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(A) No, Casual Leave is not recognized leave for LTC travel.
(B) Yes, LTC can be availed during Casual Leave.
(C) Admissible only if minimum 5 days CL is taken together.
(D) Admissible only for Home Town LTC journeys.

90. Can a Head of Institution (Principal) sanction LTC advance to himself/herself?
(A) Yes, Principal as Head of Office possesses self-sanctioning powers.
(B) No, must be sanctioned by next higher administrative authority.
(C) Requires prior sanction directly from Pay & Accounts Officer.
(D) LTC advance cannot be taken by Principals under any circumstance.

91. What is the role of the Drawing and Disbursing Officer (DDO) in processing LTC claims in a GNCTD school?
(A) To verify entitlement, check documents and travel agent bookings, and submit bill.
(B) To grant special policy relaxation for booking tickets through unauthorized travel agents.
(C) To approve changes in official Home Town declaration submitted by school employees.
(D) To audit and review administrative decisions taken by the Head of Institution.

92. Which of the following registers/records must be maintained by the school administration for tracking LTC claims of employees?
(A) Contingent Register of the School
(B) Main Cash Book of Institution
(C) Service Book and LTC Register
(D) Stock Register of Valuables

93. Where is the entry of LTC availed by an employee recorded as a permanent service record?
(A) In the daily Staff Attendance Register
(B) In the Annual Property Return Register
(C) In the official School Log Book
(D) In the Service Book under LTC section

94. A teacher availed Home Town LTC for the block 2020-2021 in January 2021. The DDO failed to make the entry in the teacher's Service Book. In 2023, the teacher applies for Anywhere in India LTC for block 2022-2025 claiming he never took LTC earlier. How should the Head of School deal with this situation during processing?
(A) Approve the claim based on the teacher's written self-declaration.
(B) Reject the claim immediately and report the matter to local police.
(C) Cross-check previous bills and LTC Register to prevent double drawal.
(D) Sanction claim subject to employee submitting an indemnity bond document.

95. What is the mandatory time-frame within which unutilized LTC advance must be refunded by an employee if the journey is cancelled?
(A) Within 3 days of cancellation
(B) Within 60 days of cancellation
(C) At the end of current financial year
(D) Within 6 months from travel date

96. If LTC advance drawn is higher than the actual eligible LTC expenditure incurred, when must the balance advance be refunded?
(A) Within one year from the date of journey
(B) Adjusted against future salary in 12 equal installments
(C) Deposited directly into the employee GPF account
(D) When submitting final adjustment claim bill

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97. What penal interest is chargeable if an employee delays the refund of excess/unutilized LTC advance beyond the prescribed date?
(A) Penal interest @ 2% over GPF rate from drawal to refund date
(B) Standard simple interest charged at ten percent per annum flat rate
(C) Penal interest charged at eighteen percent compound interest monthly
(D) No penal interest charged if delayed due to personal illness

98. Under CCS (LTC) Rules, is an employee entitled to claim reimbursement for local cab fares incurred for commuting from home to railway station/airport?
(A) No, local transit charges are completely prohibited under all rules.
(B) Reimbursable only if distance between station and home exceeds 50 km.
(C) Yes, local transit from residence to station/airport is reimbursable.
(D) Reimbursable only for senior officers drawing Pay Level 14 and above.

99. Which of the following expenditure items is EXCLUDED from LTC reimbursement?

ANSWERS

1. (B) One year
Under the Central Civil Services (Leave Travel Concession) Rules, 1988, a Government servant becomes eligible for Leave Travel Concession only after completing one year of continuous service on the date of journey. This initial period ensures that the employee has established continuous service with the government before availing travel concessions for self or family.

2. (C) CCS (Leave Travel Concession) Rules, 1988
Employees working under the Directorate of Education in the Government of National Capital Territory of Delhi are governed by the Central Civil Services (Leave Travel Concession) Rules, 1988. These statutory rules regulate all entitlements, operational conditions, block periods, family eligibility criteria, and reimbursement procedures concerning travel concessions granted to eligible public employees.

3. (A) Persons appointed on daily wage basis
The Central Civil Services (Leave Travel Concession) Rules, 1988 explicitly exclude persons appointed on a daily wage basis from claiming LTC benefits. To qualify for travel concession benefits, an individual must be appointed to a regular civil post or satisfy specific criteria of continuous service applicable to temporary, probationer, or re-employed government personnel.

4. (D) To facilitate cultural integration and enable employees to visit their hometowns and various parts of India
The principal administrative objective of granting Leave Travel Concession to Central and State government employees is to encourage cultural integration and national unity. By subsidizing travel, the scheme enables employees and their dependent family members to visit their declared hometowns as well as explore diverse geographical and cultural regions across the country.

5. (A) Both A and R are true and R is the correct explanation of A
A government servant placed under suspension is disentitled from availing Leave Travel Concession during the period of suspension. Suspension temporarily halts the active performance of duty and prevents the grant of any recognized leave required to undertake travel. Consequently, since no regular leave can be sanctioned, the employee cannot utilize LTC concessions.

6. (C) Four calendar years
The overarching framework under the Central Civil Services (Leave Travel Concession) Rules, 1988 is structured around a block of four calendar years. This four-year period serves as the primary accounting cycle for regulating entitlements to visit hometowns or travel to any location within India, operating continuously on a fixed calendar schedule.

7. (D) Two sub-blocks of two calendar years each
Within the overarching four-year block framework of Leave Travel Concession rules, the period is subdivided into two sub-blocks of two calendar years each. An eligible government employee is entitled to avail Home Town LTC once in each two-year sub-block, thereby ensuring structured opportunities for personal travel throughout the complete four-year block period.

8. (A) I and II only
Under Leave Travel Concession rules, an unavailed concession from a two-year or four-year block can be carried forward to the first year of the immediately succeeding block. The carried-forward concession must be utilized before the expiry of that first grace year, and doing so does not forfeit the regular LTC entitlements belonging to the new block.

9. (B) The concession lapses permanently and cannot be restored.
If a government servant fails to utilize a carried-forward Home Town LTC within the prescribed grace year, which is the first year of the succeeding block, the concession lapses permanently. Statutory regulations do not permit any further extensions, conversions, or restorations of a lapsed concession under any administrative circumstances or personal requests.

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refunds the fare difference.
(C) Excess fare over lowest available slot fare is borne by employee.
(D) The entire claim is cancelled and rejected by the audit office.

109. Can an employee claim LTC for dependent children who are gainfully employed but earning less than ₹9,000 p.m.?
(A) No, gainful employment automatically disqualifies children.
(B) Admissible for dependent daughters only, not for sons.
(C) Admissible only if employed in part-time student jobs.
(D) Yes, provided earning is below ₹9,000 + DA p.m.

110. Which of the following documents is NOT required to be attached with the final LTC bill submission?
(A) Original passenger ticket / e-ticket
(B) Boarding passes in original (for air travel)
(C) Certificate of travel issued by school SMC Chairman
(D) Application form for LTC along with leave sanction order

111. What is the regulatory status of LTC facility for an employee placed under suspension?
(A) Fully eligible to avail LTC for self and family during suspension period.
(B) Self excluded; family may avail LTC if accrued prior to suspension.
(C) Both employee and family members are banned from taking LTC in suspension.
(D) Employee can take LTC with prior sanction of Pay & Accounts Officer only.

112. If a Government servant dies while in service, can the family members claim LTC for a journey commenced before the employee's death?
(A) No, death automatically invalidates all pending claims.
(B) Claim restricted to 50% of total travel cost.
(C) Claim can be settled only after three years.
(D) Yes, claim is settled in favor of legal heir.

113. Are fresh recruits in GNCTD entitled to convert one of their Home Town LTCs into 'Anywhere in India' LTC during their first four years of service?
(A) No, fresh recruits follow a fixed pattern of 3 Home Town and 1 Anywhere in India LTC.
(B) Yes, fresh recruits can convert any Home Town LTC to Anywhere in India LTC at will.
(C) Fresh recruits are strictly not allowed Anywhere in India travel during initial years.
(D) Allowed only during the first year of continuous service under specific conditions.

114. For fresh recruits, in which years of their 8-year initial service do they get 'Anywhere in India' LTC entitlement?
(A) 2nd and 6th years
(B) 4th and 8th years
(C) 1st and 5th years
(D) 3rd and 7th years

115. An employee availed LTC and submitted fake hotel bills along with actual transport tickets. Under LTC rules, hotel bills are not reimbursable. What action will be taken on the transport ticket claim?
(A) Fake documents for any component attract disciplinary action under conduct rules.
(B) Transport claim is passed while fake hotel bill is rejected without further action.
(C) A financial fine of ₹500 is imposed on the Drawing and Disbursing Officer directly.
(D) Hotel bill is reimbursed at nominal government rates while transport claim is rejected.

116. Is an employee on Leave Without Pay (LWP) eligible to draw LTC advance?
(A) Yes, advance can be drawn during LWP without restrictions.
(B) Advance is granted up to 50% of estimated cost only.
(C) Granted with counter-guarantee from another permanent employee.
(D) No advance is granted to an employee on LWP or EOL.

117. What is the maximum period of journey time treated as duty for performing LTC travel?
(A) Actual transit time up to maximum five days is treated as duty.
(B) Transit time is not duty; leave must be taken for entire period.
(C) Two days casual leave is automatically credited for transit time.
(D) Seven days special casual leave is granted for transit duration.

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118. Which type of leave can NOT be encashed along with LTC?
(A) Earned Leave
(B) Casual Leave
(C) Half Pay Leave
(D) Commuted Leave

119. If an employee encashes 10 days EL on LTC in 2023, what is the minimum remaining EL balance required in his account immediately after encashment?
(A) 15 days
(B) 30 days
(C) 60 days
(D) 100 days

120. When an employee takes leave encashment on LTC, how is the cash equivalent calculated?
(A) (Pay + DA) x Days / 30
(B) Basic Pay only x Number of days / 30
(C) (Pay + DA + HRA) x Number of days / 30
(D) Flat rate fixed by Ministry of Finance

121. Under CCS (LTC) Rules, is HRA included in calculating leave encashment value during LTC?
(A) Yes, HRA is included in leave encashment calculation.
(B) No, HRA and Transport Allowance are excluded.
(C) HRA is included only for Pay Level 10 and above.
(D) HRA is included at fifty percent rate only.

122. A PGT teacher applies for LTC advance on 1st March 2024 for a travel scheduled on 10th May 2024 by train. The booking window opens 120 days prior. Is the advance application submitted within permissible timeline?
(A) No, advance cannot be applied more than 30 days before journey date.
(B) Yes, advance can be drawn up to 125 days prior to journey.
(C) No, advance can strictly only be drawn 7 days prior to travel date.
(D) Advance can only be applied after train tickets are fully confirmed.

123. Under what circumstance can a Government servant claim reimbursement for travel by steamer / sea passage on LTC?
(A) For travel between mainland India and A&N or Lakshadweep Islands.
(B) For luxury ocean cruises travelling to designated international waters.
(C) Steamer travel is strictly disallowed under all existing LTC rules.
(D) Only for river transit passage in North Eastern states of India.

124. What class of sea passage is reimbursable for an officer in Pay Level 11 travelling to Andaman Islands on LTC?
(A) Highest luxury class cabin on private passenger vessel
(B) First / Deluxe class as per pay level matrix
(C) Lowest bunk class passage on government cargo vessel
(D) Cargo vessel deck pass ticket for all pay levels

125. If an employee's spouse is employed in a private firm that provides travel allowance/LTC benefit, can the employee claim LTC for the spouse under CCS (LTC) Rules?
(A) Yes, private sector travel benefits do not affect government LTC eligibility.
(B) Completely prohibited regardless of whether spouse claims benefit or not.
(C) Admissible at fifty percent rate on submission of private employer bill.
(D) No, unless declaration is submitted that spouse has not claimed benefit.

126. What declaration must an employee submit regarding spouse employment while applying for LTC reimbursement?
(A) Certified Income Tax return copies of spouse for last three financial years.
(B) Notarized sworn affidavit certified by High Court Advocate or Magistrate.
(C) Certificate stating spouse has not claimed LTC from employer for same block.
(D) No official declaration is required regarding spouse employment status at all.

127. Under CCS (LTC) Rules, if an employee travels by train in a class lower than his entitlement, how is the reimbursement regulated?
(A) Reimbursed as per entitled higher class fare.
(B) Reimbursed as per actual lower fare paid.
(C) Entire claim disallowed.
(D) Reimbursed as per lower fare plus 20% bonus.

128. What is the rule regarding reimbursement of cancellation charges on train/air tickets purchased for LTC when the journey is cancelled due to official exigencies?

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(A) Cancellation charges are fully borne by the employee under all circumstances always.
(B) Reimbursable up to a maximum of fifty percent of the cancellation penalty.
(C) Cancellation charges are adjusted automatically from the GPF account balance.
(D) Reimbursable if cancellation was due to official reasons certified by authority.

129. If an LTC journey is cancelled due to personal illness of the employee supported by a Medical Certificate, are ticket cancellation charges reimbursable?
(A) No, cancellation charges due to personal illness are not reimbursable.
(B) Yes, fully reimbursable on medical grounds with competent authority approval.
(C) Reimbursed up to a maximum of ₹5,000 on submission of medical bills.
(D) Reimbursed by debiting five days Half Pay Leave from employee account.

130. Which of the following is an obligatory duty of the Controlling Officer / Principal before countersigning an LTC bill?
(A) Verifying student attendance register of the teacher's designated class.
(B) Checking whether the teacher cleared all library dues and store items.
(C) Verifying authorized mode booking, entitlement, travel, and block year.
(D) Ensuring teacher took prior approval from School Management Committee.

131. Can an employee claim LTC for a dependent child who is adopted legally?
(A) Yes, legally adopted children are treated at par with natural children.
(B) No, legally adopted children are strictly excluded from LTC eligibility.
(C) Admissible only if legal adoption took place before one year of age.
(D) Admissible for Home Town LTC journeys only, not for Anywhere in India.

132. Under CCS (LTC) Rules, what is the status of a step-child for LTC eligibility?
(A) Completely excluded from the definition of family under LTC provisions.
(B) Included only if biological parents are deceased or non-traceable.
(C) Included only with prior formal approval of the Ministry of Law.
(D) Included in family definition provided step-child is wholly dependent.

133. What is the prescribed penalty under CCS (LTC) Rules if an employee takes LTC advance but fails to book tickets within the stipulated 10 days of drawal?
(A) Simple written warning issued in the employee service book.
(B) Advance must be refunded in full with penal interest.
(C) Automatic deduction of one day salary from monthly pay.
(D) Forfeiture of the next annual salary increment of employee.

134. Is an employee entitled to LTC reimbursement if he performs journey using a vehicle owned by a private tourist operator not recognized as a public transport carrier?
(A) Yes, provided valid tax invoice receipt is submitted with bill.
(B) Allowed reimbursable strictly at prevailing bullock cart rates.
(C) No, travel by private non-recognized operators is disallowed.
(D) Allowed with a flat fifty percent penalty deduction from bill.

135. What is the grace period allowed for availing LTC after the expiry of a regular 2-year or 4-year block year?
(A) 3 calendar months from expiry
(B) 6 calendar months from expiry
(C) 1 calendar year (grace year)
(D) 2 complete calendar years time

136. A school Principal receives an LTC claim bill from a staff member for travel to Srinagar under special relaxation. The air tickets were purchased from a local unauthorized travel vendor in Chandni Chowk. What action should the Principal take as Head of Office?
(A) Disallow air fare claim for non-compliance with authorized booking channels.
(B) Pass the bill in full since Srinagar is covered under special relaxation.
(C) Forward the bill directly to Chief Minister Office for special waiver sanction.
(D) Approve eighty percent of the fare amount on compassionate administrative grounds.

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(A) Travel insurance, luggage, and agent service charges
(B) Express train ticket fare for entitled class of travel
(C) Mandatory catering charges included in train ticket price
(D) State Transport Corporation public bus ticket fare

100. Can an employee claim LTC for visiting his declared Home Town if his headquarters and Home Town are the same place?
(A) Yes, full LTC fare is paid regardless of location distance.
(B) Paid at fifty percent rate of entitled class rail fare.
(C) Admissible only once in every ten calendar years of service.
(D) No LTC admissible if Home Town and Headquarters are same.

101. What is the distance threshold under CCS (LTC) Rules for a place to be considered 'same station/ headquarters' where LTC is NOT admissible?
(A) Within 8 km or same municipality
(B) Within 15 km radius of headquarter
(C) Within 50 km radius of headquarter
(D) Within 100 km radius of headquarter

102. An employee entitlement allows travel by AC 3-Tier train. He travels by AC 1st Class train. How will his LTC reimbursement be settled?
(A) Full AC 1st class fare reimbursed as a special case.
(B) Entire claim rejected due to travel rule violation.
(C) Reimbursed equal to entitled AC 3-Tier fare.
(D) Fare reimbursed equal to AC 2-Tier train fare.

103. Under CCS (LTC) Rules, if an employee travels by a route longer than the shortest route for personal visiting, how is distance computed for reimbursement?
(A) Calculated based on the actual total distance travelled by employee
(B) Average of actual distance travelled and shortest direct route
(C) Distance capped strictly at a maximum limit of 1,000 total kilometers
(D) Calculated via shortest direct route between headquarters and destination

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104. Is air fare reimbursement admissible for travel within India on LTC if booked directly on the airline website (e.g., Air India website) instead of authorized agents?
(A) Yes, direct booking on airline website is permitted.
(B) No, direct booking on airline website is strictly banned.
(C) Allowed only subject to a flat twenty percent penalty.
(D) Allowed only for senior officers of Level 14 and above.

105. Under the updated DoPT guidelines (2022/2023), air tickets for LTC can be booked through airline websites AND which of the following three authorized travel agencies?
(A) MakeMyTrip, Goibibo, Yatra
(B) Balmer Lawrie, IRCTC, ATT
(C) Thomas Cook, Cox & Kings, ClearTrip
(D) EaseMyTrip, IRCTC, Yatra

106. What is the mandatory rule regarding comparison of airfares across the authorized agencies before booking tickets for LTC?
(A) Employees must choose the highest fare to ensure full reimbursement.
(B) Employees must choose the lowest available fare in the travel slot.
(C) Fare comparison across platforms is not required prior to booking.
(D) Booking must be made strictly from Balmer Lawrie under all conditions.

107. What time slot window is specified by DoPT guidelines for choosing the flight with the lowest fare while booking air tickets on LTC?
(A) Within 1 hour before or after desired travel time
(B) Within 3 hours before or after desired travel time
(C) Within 6 hours before or after desired travel times
(D) Within the entire 24-hour day travel window

108. A Vice-Principal books an LTC air ticket through IRCTC portal 25 days in advance. At the time of claim submission, PAO raises an objection stating that the fare selected was not the lowest available in the 3-hour slot. Who bears the financial difference?
(A) The Pay and Accounts Office absorbs the entire fare difference.
(B) The travel agency IRCTC automatically

147. What happens to LTC entitlement if an employee resigns from service before completing one year of continuous service?
(A) Entitlement lapses and advance is recovered in full with interest.
(B) Fifty percent travel reimbursement is granted upon service resignation.
(C) Entitlement is carried forward to the next government job automatically.
(D) Adjusted against earned leave balance accrued during service tenure.

148. Under CCS (LTC) Rules, can an employee travel by AC Taxi between stations connected by train if no train tickets were available?
(A) Full taxi fare reimbursed on producing non-availability certificate.
(B) Entire claim rejected completely for travel rule violation.
(C) Reimbursed strictly at standard economy air flight rates.
(D) Restricted to entitled class train fare by shortest route.

149. What is the rule regarding submission of LTC claims when LTC advance was NOT drawn and the employee submits the claim after 3 months but within 6 months?
(A) Claim is automatically rejected by the PAO office.
(B) HOD may condone delay if genuine reasons exist.
(C) Twenty-five percent penal deduction applied by DDO.
(D) Claim sent to the High Court for legal arbitration.

150. What primary principle guides the Controlling Officer while scrutinizing LTC reimbursement bills under CCS (LTC) Rules 1988?
(A) To maximize monetary travel reimbursement to school staff regardless of statutory LTC rules.
(B) To disallow all LTC reimbursement claims automatically at first instance during bill scrutiny.
(C) To ensure adherence to entitlements, travel modes, booking rules, and financial propriety.
(D) To delegate auditing responsibility entirely to private travel agencies and booking portals.

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(A) Yes, because he is an unmarried student under twenty-six years of age.
(B) Yes, research fellowships are exempt from income calculation under LTC rules.
(C) No, because Ph.D. research scholars are excluded from family definition.
(D) No, because fellowship income exceeds dependency limit of ₹9,000 + DA.

81. Under CCS (LTC) Rules, can a Government servant claim LTC for dependent major sister who is unmarried?
(A) Yes, if unmarried, residing with and dependent, provided parents are dead/ dependent.
(B) No, sisters are strictly excluded from the scope of family definition under LTC rules.
(C) Yes, unconditionally eligible regardless of marital status or monthly income.
(D) Eligible only if she is below eighteen years of age and pursuing education.

82. Which of the following modes of journey is NOT permissible for reimbursement on LTC?
(A) AC 2-Tier in Indian Railways for entitled category officers
(B) Regular State Transport Corporation Volvo Bus express service
(C) Cruise liner package with foreign port halts
(D) Air India flight booked directly through Balmer Lawrie portal

83. When an employee travels on LTC by train, what proof of journey is required to be produced along with the claim?
(A) Railway ticket / PNR details
(B) Boarding pass issued by station master or conductor
(C) Affidavit on stamped paper certified by Magistrate
(D) Hotel check-in receipt at declared destination station

84. If an employee avails LTC for self only, can the family members avail LTC separately at a different time during the same block?
(A) No, employee and family members must travel together in a single batch.
(B) Family can travel separately only with prior approval of Cabinet Secretary.
(C) Family can travel separately only for Home Town LTC, not for Anywhere in India LTC.
(D) Yes, family members can travel independently in separate batches.

85. What is the maximum number of batches in which a family can split and avail LTC in a block year?
(A) Maximum of two separate batches permitted in a block year
(B) Maximum of three separate batches permitted in a block year
(C) No limit on batches, subject to block year validity.
(D) Family members cannot split travel under any circumstances

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86. When family members travel on LTC in a separate batch from the employee, how is the time-limit for claim submission calculated?
(A) Calculated from the exact date the employee completes his own journey.
(B) Calculated strictly from the beginning of the current financial year.
(C) Calculated independently from return journey date of that batch.
(D) Fixed strictly as 31st December of the concerned block year.

87. An employee claims LTC for visiting 'Anywhere in India' and declares the station of destination as Port Blair. He travels to Port Blair and returns. Is he permitted to change the declared destination during the course of journey without prior intimation?
(A) Yes, declared destination can be changed freely anytime during travel.
(B) Destination change automatically converts claim into Home Town LTC claim.
(C) No reimbursement is admissible if declared destination is changed.
(D) Prior intimation to Controlling Officer is required before journey.

88. What is the consequence if an employee changes the declared destination mid-way without prior approval and claims fare to a farther station?
(A) Claim restricted to declared destination or actual place, whichever is nearer.
(B) Claim is reimbursed in full for the actual farther distance travelled by employee.
(C) Entire LTC claim is disallowed completely and twenty percent penalty recovered.
(D) Automatic deduction of ten days Earned Leave balance as administrative penalty.

89. Is LTC admissible to an employee during the period of Casual Leave combined with general holidays/weekends?

10. (C) 31st December 2024
For the Home Town LTC sub-block 2022-2023, the regular period ended on 31st December 2023. Under the carry-forward provision, the concession can be availed during the first year of the succeeding sub-block, extending the deadline up to 31st December 2024. The outward journey must commence on or before this grace year expiration date.

11. (B) Twice
Under the standard Leave Travel Concession regulations, an employee posted away from their declared hometown is entitled to avail Home Town LTC twice within a four-year block. This entitlement corresponds to one Home Town LTC for each two-year sub-block, allowing employees to travel to their native place at government expense twice per block.

12. (C) A is true but R is false
Government servants are permitted to surrender one of their two Home Town LTC entitlements in a four-year block to travel anywhere in India. However, Anywhere in India LTC is not an additional benefit over and above the regular entitlements; it is granted strictly by converting and substituting one of the two Home Town LTCs.

13. (D) Foreign destinations in SAARC countries
The special relaxation scheme permits government employees to convert Home Town LTC to visit specific hardship regions within India, including the North Eastern Region, Jammu & Kashmir, Ladakh, and Andaman & Nicobar Islands. Travel to foreign destinations, including SAARC countries, is strictly excluded from Leave Travel Concession scope under government rules.

14. (C) From Kolkata / Guwahati
Under the special relaxation scheme allowing conversion of Home Town LTC for visiting the North Eastern Region, non-entitled employees are permitted air travel in economy class from designated hubs. For the North Eastern Region, these specified air travel origin points are Kolkata and Guwahati, from where employees can fly directly to their destination.

15. (A) I and IV only
A spouse must be legally married to the employee to qualify for LTC. When both husband and wife are government employees, they can declare each other as dependent family members or claim LTC independently as separate heads. However, they cannot claim LTC independently for the exact same family members within the same block period.

16. (C) ₹9,000 plus Dearness Relief
For determining dependency under Leave Travel Concession rules, a parent is considered wholly dependent on a government servant if their total monthly income from all sources, including pension and pension equivalent of retirement benefits, does not exceed 9,000 rupees plus the applicable Dearness Relief. Higher earnings disqualify the parent from LTC claims.

17. (B) Two children
Under the Central Civil Services (Leave Travel Concession) Rules, LTC benefits are restricted to a maximum of two surviving children for children born on or after 20th October 1998. This policy aligns public service entitlements with family welfare guidelines, imposing a statutory ceiling on dependent child eligibility for travel concessions.

18. (C) In case of multiple birth in second childbirth
An exception to the two-child limit rule applies when a second childbirth results in multiple births, such as twins or triplets. If an employee has one child from the first birth and subsequently gives birth to twins or triplets in the second delivery, all such children remain fully eligible for Leave Travel Concession benefits.

19. (A) Both A and R are true and R is the correct explanation of A
The definition of family under Leave Travel Concession rules includes stepchildren as well as stepbrothers and stepsisters who reside with and are wholly dependent on the government servant. Consequently, an unmarried dependent stepbrother residing with the employee qualifies as an eligible family member for claiming travel concession benefits during the block.

20. (D) She resides with and is wholly dependent on the employee
Under Leave Travel Concession provisions, a married daughter who has been divorced, abandoned, or separated from her husband becomes eligible for inclusion in the employee's family. Her eligibility is contingent upon meeting the statutory requirement that she resides with

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on LTC, provided all other statutory conditions regarding leave balance and limits are satisfied.

42. (B) Encashment during LTC is over and above the 300-day retirement ceiling.
Days of Earned Leave encashed while availing Leave Travel Concession during service are treated as completely independent of retirement benefits. Such encashments are over and above the maximum cumulative limit of 300 days of Earned Leave permitted for encashment at the time of retirement on superannuation or exit.

43. (A) I, II and III only
Encashment of Earned Leave during LTC requires that total career encashments do not exceed sixty days, a minimum balance of thirty days Earned Leave remains at credit, and LTC is actually availed for self or family. Advance approval six months prior to travel is not required under statutory LTC rules.

44. (C) Yes, EL encashment is admissible when family travels without employee.
A government servant is entitled to encash Earned Leave up to ten days even when only dependent family members undertake the LTC journey without the employee accompanying them. Personal travel by the employee is not a mandatory condition for claiming leave encashment, provided the family's LTC claim is valid.

45. (D) Catering charges mandatorily included in train ticket fare
Under CCS (LTC) Rules, catering charges that are mandatorily included in the cost of train tickets, such as in Rajdhani or Shatabdi express trains, are fully reimbursable. Optional catering fees, hotel stay expenses, local sight-seeing tours, and travel agent booking service charges are strictly excluded from government reimbursement.

46. (C) Restricted to entitled class fare by shortest route.
When a government servant travels on LTC in a class higher than their official entitlement, the reimbursement claim is not rejected entirely. Instead, the claim is restricted to the fare of the employee's entitled class calculated via the shortest direct route, leaving the extra fare cost to be borne personally.

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47. (A) Both A and R are true and R is the correct explanation of A
Travel to foreign destinations on Leave Travel Concession is strictly prohibited under government regulations. LTC is designed exclusively to facilitate domestic travel within India and enable visits to declared hometowns, thereby promoting domestic tourism and supporting cultural integration within the territorial jurisdiction of the country.

48. (D) Actual fare of public bus operated by State Transport Corporation
For road travel on Leave Travel Concession between places not connected by rail, reimbursement is allowed based on actual fares incurred on public buses operated by State Road Transport Corporations. Private taxi or unapproved bus fares are restricted to public transport bus rates unless specifically authorized under statutory regulations.

49. (A) Claim restricted to entitled rail fare by shortest route.
When an employee travels by private taxi between two stations connected by rail, reimbursement is regulated strictly based on rail entitlements. The claim is capped at the fare of the employee's entitled train class calculated via the shortest direct route, rather than paying the actual taxi fare incurred.

50. (C) I, II, III and IV
Purchasing tickets from unauthorized travel portals, failing to submit original boarding passes, delaying claim submission beyond prescribed advance limits, and claiming for parents earning above nine thousand rupees plus Dearness Relief all constitute non-compliance with rules, providing valid grounds for audit objections during financial scrutinies.

51. (A) Penal interest @ 2% over GPF rate from drawal date to refund date
If an employee draws an LTC advance but fails to perform the journey and delays refunding the advance beyond prescribed limits, penal interest is levied. Interest is charged at two percent above the prevailing GPF interest rate, calculated from the date of advance drawal to the date of actual refund.

31. (C) Within three months of completion of the return journey
In cases where no advance has been drawn for Leave Travel Concession, the government servant is required to submit the final reimbursement claim within three months of completing the return journey. Submitting claims beyond this statutory period leads to forfeiture unless formal delay condonation is granted by competent authorities.

32. (D) The claim stands forfeited unless relaxed by competent authority.
If a government servant fails to submit an LTC claim within the prescribed three-month time limit when no advance was drawn, the reimbursement claim stands forfeited automatically. The employee loses the right to reimbursement unless a formal relaxation condoning the delay is granted by the competent administrative ministry.

33. (A) Both A and R are true and R is the correct explanation of A
Submission of original boarding passes alongside final LTC bills for air travel is a mandatory requirement. Boarding passes serve as authentic documentary proof that the air journey was actually undertaken by the passenger, preventing fraudulent claims based solely on unutilized ticket bookings or cancelled flight itineraries.

34. (C) Certificate from the airline confirming actual travel along with self-declaration
If a government employee loses the original boarding pass following an LTC air journey, reimbursement requires specific alternative documentation. The employee must obtain a formal travel certificate from the concerned airline confirming actual flight performance and submit it along with a self-declaration explaining the loss of the document.

35. (A) Three Home Town LTCs and one Anywhere in India LTC in each 4-year block
Freshly recruited government servants enjoy a specialized LTC scheme during their initial eight years of continuous service. In each four-year block, fresh recruits are entitled to three Home Town LTCs for the first three years and one Anywhere in India LTC in the fourth year, repeating this pattern twice.

36. (D) I, II, III and IV
Under fresh recruit entitlement rules, the initial four-year block allows employees to take Home Town LTC in the first year, Home Town LTC in the second year, Home Town LTC in the third year, and Anywhere in India LTC in the fourth year. This sequential entitlement pattern structured annually benefits new entrants.

37. (B) Immediately after completing 8 years of continuous service
A newly recruited government employee remains under the special annual LTC entitlement scheme for exactly eight years of continuous service. Upon completion of eight years, the employee transitions to the standard four-year block LTC scheme applicable to regular government servants, adhering to regular two-year sub-block rules thereafter.

38. (C) Home Town LTC
An employee who joined service in January 2018 completes four years in January 2022 and enters her fifth year of service. Under the fresh recruit LTC scheme, the fifth year corresponds to the first year of the second four-year block, entitling the employee strictly to a Home Town LTC.

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39. (B) 10 days
A government servant is permitted to encash up to ten days of Earned Leave at the time of availing Leave Travel Concession on a single occasion. This encashment option can be exercised for self or family travel, provided established leave balance conditions and service limits are fully satisfied.

40. (B) Both A and R are true but R is not the correct explanation of A
A government servant can encash up to sixty days of Earned Leave during their entire career while availing LTC. Each encashment requires maintaining a minimum balance of thirty days Earned Leave at credit, but the career limit is a distinct statutory ceiling rather than a direct logical explanation of the balance requirement.

41. (B) Yes, EL encashment up to 10 days is admissible on Casual Leave.
Encashment of Earned Leave up to ten days is admissible even when a government servant avails Leave Travel Concession while taking Casual Leave. Taking regular earned leave is not a mandatory prerequisite for leave encashment

and remains wholly dependent on the government employee for her livelihood.

21. (C) Pay Level 9
According to prevailing travel entitlement rules under Leave Travel Concession, Pay Level 9 in the Pay Matrix is the minimum threshold required for regular travel by air in Economy class. Employees in Pay Level 8 and below are ordinarily entitled to rail travel, unless special relaxations or scheme conversions apply.

22. (D) I, II and III
Official instructions issued by the Ministry of Finance and Department of Personnel and Training mandate that air tickets for Leave Travel Concession must be purchased exclusively through three authorized travel agencies: IRCTC, Balmer Lawrie & Company Limited, and Ashok Travels & Tours. Booking through unauthorized private agents is disallowed.

23. (D) Tickets must be booked through authorized travel agents or airline website at the lowest available fare
DoPT guidelines mandate that air tickets for LTC travel must be booked either directly from the airline's official website or through authorized travel agencies. Employees are required to select the lowest available fare in their preferred time slot and compare prices across authorized platforms to maintain strict financial propriety in public spending.

24. (A) The claim will be disallowed completely unless relaxed by competent authority.
Booking air tickets for Leave Travel Concession through unauthorized private online travel portals constitutes a direct violation of prescribed rules. Consequently, the Pay & Accounts Office will disallow the reimbursement claim in full, unless formal relaxation is explicitly granted by the competent administrative authority empowered to condone such procedural lapses.

25. (B) Premium Tatkal charges are not admissible; reimbursement is restricted to normal train fare.
Under Leave Travel Concession regulations, surcharges incurred for Premium Tatkal train bookings are not reimbursable by the government. When an employee travels via Premium Tatkal services, reimbursement is strictly restricted to the normal ticket fare of the entitled class, leaving any additional dynamic surcharge to be borne by the employee.

26. (A) Both A and R are true and R is the correct explanation of A
Travel by private chartered buses or private taxis on Leave Travel Concession is generally impermissible unless operated directly by State Road Transport Corporations. Statutory rules require employees to utilize public transport operated by government or local bodies to ensure fiscal discipline, accountability, and safety during journeys undertaken with state reimbursement.

27. (C) 90%
Government servants applying for an advance under Leave Travel Concession can be sanctioned an amount up to ninety percent of the total estimated cost of the journey. The remaining ten percent along with final adjustments is settled upon submission of the final reimbursement bill after completion of the return travel.

28. (D) 125 days
To enable government servants to secure advance train reservations under extended railway booking windows, LTC advance for train travel can be drawn up to 125 days prior to the proposed date of outward journey. This extended timeline ensures employees can purchase tickets within official reservation opening limits.

29. (A) I, II and III only
When an LTC advance is drawn, tickets must be produced within ten days of drawal, and the advance must be refunded immediately if the journey is cancelled. Failure to undertake travel results in penal interest from the date of drawal. The final claim deadline with advance is one month.

30. (B) Within one month of completion of the return journey
When a government servant draws an LTC advance, the final adjustment claim bill must be submitted within one month of completing the return journey. Adhering to this time limit ensures prompt accounting settlement and prevents recovery proceedings or penal interest charges associated with outstanding unadjusted government advances.

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52. (D) Claim disallowance, recovery with penal interest, next block forfeiture, and CCS (CCA) disciplinary action.
Submitting fraudulent tickets or fake boarding passes for LTC reimbursement triggers severe administrative penalties. Action includes disallowance of the claim, recovery of advances with penal interest, forfeiture of the immediate next LTC block entitlement, and initiation of formal disciplinary proceedings under the Central Civil Services (CCA) Rules.

53. (B) Forfeiture of immediate next LTC block besides disciplinary action
Fraudulent submission of Leave Travel Concession claims results in severe consequences for future entitlements. In addition to recovery of fraudulent amounts with penal interest and departmental disciplinary action, the employee suffers forfeiture of the immediate next LTC block entitlement, temporarily revoking their privilege to claim travel concessions.

54. (A) Both A and R are true and R is the correct explanation of A
For LTC claims, journeys must be performed by the shortest direct route between headquarters and the declared destination. If an employee chooses a circuitous route for personal convenience, reimbursement is restricted strictly to the fare calculated via the shortest direct route, preventing extra expenditure from public funds.

55. (D) LTC allowed from tour station to destination and back with pro-rata travel regulation.
Leave Travel Concession can be combined with official tours under specific conditions. When combined, travel expenses from the tour station to the declared LTC destination and back are regulated on a pro-rata basis, ensuring official tour expenses and personal LTC expenses remain clearly separated and properly accounted for.

56. (A) They may declare a joint hometown or separate hometowns independently.
When both husband and wife are government employees residing together, LTC regulations grant them administrative flexibility regarding Home Town declarations. They may choose to declare a common joint hometown or maintain independent separate hometown declarations in their respective official service records according to their individual family backgrounds.

57. (A) I, II and IV only
If a spouse receives LTC from an autonomous body, the employee cannot claim for the spouse under government rules, and must certify non-claim by the spouse. Double benefits for any family member are strictly prohibited, preventing simultaneous claims for the same child from two public sector employers.

58. (B) Yes, allowed once in entire service career under exceptional circumstances.
A government servant is permitted to change their declared Home Town only once during their entire service career. Such an alteration is granted under exceptional circumstances, subject to providing satisfying documentary justification and obtaining formal approval from the competent administrative authority empowered to amend official records.

59. (A) Directorate of Education / Competent Authority
In the Government of NCT of Delhi, the Directorate of Education or designated competent administrative authority holds the power to approve changes in declared Home Town for a Principal. School-level heads or Pay and Accounts Officers lack the statutory jurisdiction to sanction alterations in permanent hometown declarations.

60. (C) LTC can be availed on any recognized leave including CL, EL, HPL, or Commuted Leave.
Leave Travel Concession can be availed by a government servant in conjunction with any recognized form of leave, including Casual Leave, Earned Leave, Half Pay Leave, or Commuted Leave. The rules provide flexibility, allowing employees to combine travel concessions with approved leave periods without restriction to earned leave.

61. (A) Both A and R are true and R is the correct explanation of A
Vacation staff in educational institutions, such as teachers and Principals, are permitted to avail Leave Travel Concession during official school vacation periods without applying for formal Earned Leave. Because vacation periods are treated as duty for administrative purposes, combining LTC with vacation or break periods is fully authorized.

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LTC travel. Direct booking on airline websites is recognized alongside authorized travel agencies, provided the ticket is booked at the lowest available fare in the chosen time slot.

105. (B) Balmer Lawrie, IRCTC, ATT
Updated DoPT guidelines restrict air ticket bookings for Leave Travel Concession to four official channels: direct booking on official airline websites, or booking through three authorized travel agencies, namely Balmer Lawrie & Company Limited, Indian Railway Catering and Tourism Corporation, and Ashok Travels & Tours, excluding all private travel agents.

106. (B) Employees must choose the lowest available fare in the travel slot.
When booking air tickets for LTC travel, employees are required to exercise financial prudence by selecting the lowest available fare within their desired travel slot. Comparing rates across authorized travel agencies and airline websites is mandatory to ensure public funds are utilized economically without unnecessary expenditure during journeys.

107. (B) Within 3 hours before or after desired travel time
Guidelines issued by DoPT specify a three-hour time slot window for selecting air tickets on LTC. Employees must compare fares for flights departing within three hours before or three hours after their desired travel time and select the flight offering the lowest fare within that six-hour total window.

108. (C) Excess fare over lowest available slot fare is borne by employee.
If an employee books an LTC air ticket that is not the lowest fare available within the prescribed three-hour travel window, the excess amount is not reimbursed. The Pay & Accounts Office restricts reimbursement to the lowest available slot fare, requiring the employee to bear the financial difference personally.

109. (D) Yes, provided earning is below ₹9,000 + DA p.m.
Gainful employment does not automatically disqualify dependent children from LTC benefits. A child who is employed remains eligible for LTC as a dependent family member, provided their total monthly income from all employment sources does not exceed nine thousand rupees plus applicable Dearness Relief and age limits are satisfied.

110. (C) Certificate of travel issued by school SMC Chairman
Submitting a final LTC reimbursement bill requires specific travel proof, including original e-tickets, boarding passes for air journeys, leave sanction orders, and application forms. A travel certificate issued by a school SMC Chairman is not a recognized document and is not required for official claim settlement.

111. (B) Self excluded; family may avail LTC if accrued prior to suspension.
A government servant under suspension cannot avail LTC for self because suspension prevents the grant of leave required for travel. However, dependent family members are permitted to avail LTC independently during the suspension period, provided the concession had accrued prior to the employee's suspension from active service.

112. (D) Yes, claim is settled in favor of legal heir.
If a government servant dies while in service after an LTC journey was commenced by self or family, the pending reimbursement claim does not lapse. The claim is processed and settled in favor of the deceased employee's legal heir or surviving spouse as per standard financial and accounting rules.

113. (A) No, fresh recruits follow a fixed pattern of 3 Home Town and 1 Anywhere in India LTC.
Fresh recruits in government service do not have the option to convert Home Town LTCs at will. During their initial four-year block, fresh recruits follow a rigid statutory sequence consisting of Home Town LTC in the first three years and Anywhere in India LTC strictly in the fourth year.

114. (B) 4th and 8th years
Under the fresh recruit LTC framework applicable during the first eight years of service, Anywhere in India LTC entitlement occurs specifically in the fourth year and the eighth year. In all other years (first, second, third, fifth, sixth, and seventh), fresh recruits are entitled to Home Town LTC.

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or superannuation of the government servant from active service.

73. (B) Outward journey date determines the applicable LTC block year.
When an LTC journey spans across two different block years, the applicable block year for debiting the concession is determined strictly by the commencement date of the outward journey. As long as the outward travel starts within the valid block period, the entire journey belongs to that block.

74. (B) 2022-2023 block
The date of commencement of the outward journey determines the specific block year to which an LTC claim is debited. Because the outward journey began on 30th December 2023, which falls within the 2022-2023 block, the entire LTC concession is debited strictly to the 2022-2023 block period.

75. (A) Permanent home declared by employee and accepted by controlling authority.
Under CCS (LTC) Rules, 'Hometown' is defined as the permanent home place declared by the government servant upon entry into service and formally accepted by the controlling administrative authority. It represents the specific location where the employee maintains permanent familial, social, residential, or ancestral ties.

76. (C) Administrative Ministry / Controlling Department
In case of any doubt or dispute regarding the correctness or verification of a Home Town declaration, the Administrative Ministry or Controlling Department serves as the final authority under LTC rules. Their administrative decision regarding the eligibility, criteria, and validity of the hometown declaration is final and binding.

77. (D) Yes, step-mother is included if she is wholly dependent.
Under the definition of family in Leave Travel Concession rules, a step-mother is treated as an eligible family member. Provided she resides with and remains wholly dependent on the government servant, the employee can claim travel concession reimbursement for her travel alongside other eligible family members.

78. (C) Eligible until 26 years of age, employment, or marriage, whichever is earlier.
Major dependent sons are eligible for Leave Travel Concession until they attain twenty-six years of age, get employed, or get married, whichever occurs earlier. Once a son turns twenty-six, gains employment, or marries, he ceases to be eligible as a dependent family member under LTC rules.

79. (D) No age limit if she remains unmarried and dependent.
Unlike dependent sons, there is no upper age limit for unmarried dependent daughters under Leave Travel Concession rules. An unmarried daughter remains fully eligible for LTC benefits regardless of her age, provided she continues to remain unmarried and wholly dependent on the government servant for her daily livelihood.

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80. (D) No, because fellowship income exceeds dependency limit of ₹9,000 + DA.
To qualify as a dependent family member for LTC, an individual's monthly income must not exceed nine thousand rupees plus applicable Dearness Relief. Because the son receives a monthly fellowship of 31,000 rupees, his earnings exceed the prescribed dependency income threshold, rendering him ineligible for LTC claims.

81. (A) Yes, if unmarried, residing with and dependent, provided parents are dead/dependent.
Under CCS (LTC) Rules, an unmarried dependent sister qualifies as an eligible family member if she resides with the employee and her parents are either deceased or wholly dependent on the employee. Meeting these specific dependency and co-residence conditions allows the employee to claim LTC reimbursement for the sister.

82. (C) Cruise liner package with foreign port halts
Cruise liner packages involving foreign port halts are strictly non-permissible for reimbursement under Leave Travel Concession rules. LTC regulations exclude foreign destinations or international sea voyages, permitting reimbursement only for authorized domestic travel modes such as Indian Railways, public buses, and approved domestic flights within India.

83. (A) Railway ticket / PNR details
When an employee undertakes an LTC journey by train, producing travel proof is mandatory

62. (C) No, not admissible during EOL without pay unless on medical certificate.
Leave Travel Concession is generally not admissible during Extraordinary Leave granted without pay. An exception exists when Extraordinary Leave is sanctioned specifically on valid medical grounds supported by a proper medical certificate, in which case travel concession benefits may be availed subject to obtaining competent administrative approval.

63. (B) Flexi-fare is admissible for entitled classes in Rajdhani/Shatabdi/Duronto.
Under prevailing LTC regulations, dynamic or flexi-fare charges levied on premium train services like Rajdhani, Shatabdi, and Duronto express trains are fully reimbursable. Entitled employees travelling in authorized classes on these trains can claim the complete ticket cost, including any flexi-fare component added to the standard fare.

64. (A) I and II only
LTC advance can be drawn up to ninety percent of estimated travel costs, and separate advances may be drawn for family members traveling in independent batches. Advance drawal is governed by specific timelines relative to train reservation windows rather than a mandatory 180-day advance requirement under rules.

65. (A) Within 10 days of drawal of advance
When an advance is drawn for Leave Travel Concession, the government servant is required to produce ticket details or booking proof to the Controlling Officer within ten days of drawing the advance. Failure to submit proof within this timeframe necessitates immediate refund of the entire advance drawn.

66. (A) Immediately upon cancellation of journey
If a planned LTC journey is cancelled due to personal or administrative reasons, the employee must refund the drawn advance immediately upon cancellation. Retaining unutilized advance funds beyond the cancellation date without immediate refund triggers penal interest charges calculated from the original date of advance drawal.

67. (A) Claim stands forfeited unless time-limit relaxation is granted by competent authority.
When no advance was drawn and an LTC claim is submitted after three months from the completion of return travel, the claim stands forfeited. Reimbursement cannot be processed unless formal condonation for the delay is granted by the competent administrative ministry empowered to relax statutory time limits.

68. (A) Both A and R are true and R is the correct explanation of A
The Department of Personnel and Training periodically extends special relaxations allowing air travel to Andaman & Nicobar Islands, Jammu & Kashmir, Ladakh, and North Eastern Region on Home Town LTC conversion. This policy aims to boost regional tourism, improve air connectivity, and foster socioeconomic development in strategic target areas.

69. (B) From designated hub cities depending on the region visited
Under special relaxation schemes for travel to specified regions, government employees not otherwise entitled to air travel are permitted Economy class air travel from designated hub cities. Depending on the destination region, non-entitled employees travel by rail to specified hubs like Kolkata, Guwahati, or Delhi before flying.

70. (C) No reimbursement is allowed for any international sector ticket or routing.
Leave Travel Concession is strictly confined to domestic travel within India. If a flight route to a domestic destination transits through a foreign airport or involves international sector ticket routing, no reimbursement is admissible for any portion of such international ticket or transit journey under LTC rules.

71. (A) I, II and III only
Road travel reimbursement requires using public buses operated by State Transport Corporations or chartered by State Tourism Corporations. Local auto-rickshaw fares between residence and stations are reimbursable. Unconditional reimbursement for long-distance travel by private personal vehicles without specific prior authorization is not permitted under LTC rules.

72. (A) No, journey must be completed before retirement date.
Leave Travel Concession is an in-service benefit that cannot be availed after retirement from service. To claim LTC reimbursement, both the outward and return journeys must be fully completed prior to the official date of retirement

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94. (C) Cross-check previous bills and LTC Register to prevent double drawal.
When processing an LTC application where Service Book entries are missing, the Head of School must cross-check previous office bills, contingent registers, and the LTC Register. This verification prevents double drawal of concessions for the same block year and ensures administrative records are updated accurately before sanctioning new claims.

95. (A) Within 3 days of cancellation
If a scheduled LTC journey is cancelled after drawing an advance, the employee must refund the unutilized advance within three days of cancellation. Failing to refund the advance within this mandatory three-day timeframe attracts penal interest charges calculated from the exact original date the advance was drawn.

96. (D) When submitting final adjustment claim bill
When an LTC advance drawn exceeds the actual reimbursable expenses incurred during travel, the balance unutilized advance must be refunded when submitting the final adjustment claim bill. Refunding the excess amount at adjustment bill submission ensures full financial reconciliation of the government advance within established statutory deadlines.

97. (A) Penal interest @ 2% over GPF rate from drawal to refund date
Delaying the refund of excess or unutilized LTC advance beyond prescribed dates results in penal interest. The government charges penal interest at two percent above the prevailing GPF interest rate, calculated continuously from the original date the advance was drawn until the date full refund is deposited.

98. (C) Yes, local transit from residence to station/ airport is reimbursable.
Under LTC rules, local travel expenditure incurred for commuting between residence or headquarters and the railway station, bus terminal, or airport is reimbursable. Such transit expenses are regulated as part of the overall journey reimbursement, subject to prescribed mileage rates and entitlement conditions established by rules.

99. (A) Travel insurance, luggage, and agent service charges
Ancillary travel expenditures such as optional travel insurance, excess luggage charges, and booking fees or service charges paid to travel agents are strictly excluded from Leave Travel Concession reimbursement. Reimbursement is confined strictly to actual transport fares authorized for entitled travel modes under government rules.

100. (D) No LTC admissible if Home Town and Headquarters are same.
Leave Travel Concession is intended to assist employees in travelling away from their official headquarters. If an employee's declared Home Town and official headquarters are situated at the same station, no Home Town LTC is admissible, as no journey away from the duty station is required under rules.

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101. (A) Within 8 km or same municipality
Under Leave Travel Concession rules, places situated within eight kilometers of headquarters or falling within the same municipality are treated as the same station. LTC reimbursement is not admissible for travel within this local threshold, as travel within the same station does not qualify as an LTC journey.

102. (C) Reimbursed equal to entitled AC 3-Tier fare.
When an employee travels by a higher class of rail travel than their entitlement, such as AC 1st Class instead of AC 3-Tier, the claim is not rejected entirely. Reimbursement is restricted strictly to the fare of the employee's entitled class, which in this case is AC 3-Tier.

103. (D) Calculated via shortest direct route between headquarters and destination
When an employee travels on LTC via a longer or circuitous route for personal convenience, distance for reimbursement calculation is capped. The fare is calculated strictly via the shortest direct route connecting official headquarters and the declared destination, excluding any extra distance covered for personal stopovers or detours.

104. (A) Yes, direct booking on airline website is permitted.
Under DoPT instructions, government employees are explicitly permitted to book air tickets directly on the official website of airlines for

for claim settlement. The employee must attach valid train tickets or electronic ticket printouts containing active PNR details to the final reimbursement claim bill as verifiable proof of actual rail travel performance.

84. (D) Yes, family members can travel independently in separate batches.
LTC rules permit family members to travel separately from the government servant during a block period. Family members are not required to travel in a single group or accompany the employee, allowing them to undertake journeys independently in separate batches at different times within the valid block year.

85. (C) No limit on batches, subject to block year validity.
Under Leave Travel Concession regulations, there is no rigid numerical limit on the number of batches into which a family can split their travel. Family members can travel in multiple separate batches, provided all journeys are fully completed within the valid timeline of the concerned LTC block year.

86. (C) Calculated independently from return journey date of that batch.
When family members travel on LTC in separate batches independent of the government servant, time limits for claim submission apply to each batch separately. The deadline for submitting the reimbursement bill is calculated independently from the exact date on which that specific batch completes its return travel journey.

87. (D) Prior intimation to Controlling Officer is required before journey.
When claiming Anywhere in India LTC, an employee must formally declare their destination station before commencing travel. If the employee wishes to alter the declared destination during the journey, prior intimation and formal approval from the Controlling Officer is mandatory before undertaking travel to the newly selected destination.

88. (A) Claim restricted to declared destination or actual place, whichever is nearer.
If an employee alters their declared destination mid-way without prior administrative approval and travels to a farther location, reimbursement is restricted. The claim is capped at the fare to the originally declared destination or the actual place visited, whichever distance is nearer from official headquarters via shortest route.

89. (B) Yes, LTC can be availed during Casual Leave.
A government servant is fully entitled to avail Leave Travel Concession while taking Casual Leave combined with public holidays or weekends. Taking regular formal leave is not mandatory for LTC travel, making Casual Leave an acceptable and valid leave type for claiming travel concessions for self or family.

90. (B) No, must be sanctioned by next higher administrative authority.
A Head of Office or Principal cannot sanction an LTC advance or claim for self. To ensure administrative transparency and strict financial propriety, any LTC advance or final reimbursement claim for the Head of Institution must be formally sanctioned by the next higher competent administrative authority.

91. (A) To verify entitlement, check documents and travel agent bookings, and submit bill.
The Drawing and Disbursing Officer plays a crucial administrative role in processing LTC claims. The DDO is responsible for verifying employee entitlements, examining travel tickets and boarding passes, ensuring bookings adhere to authorized travel agencies, and submitting prepared reimbursement bills to the Pay & Accounts Office for audit.

92. (C) Service Book and LTC Register
School administrations are required to maintain the official LTC Register alongside individual employee Service Books to track travel concession claims. Maintaining these statutory records ensures accurate tracking of block years, prevents duplicate claims, and records leave encashments and travel history permanently throughout an employee's service career.

93. (D) In the Service Book under LTC section
Every instance of Leave Travel Concession availed by a government servant, including details of block year, family members, destination, and leave encashment, must be recorded permanently in the Service Book. Entry in the LTC section of the Service Book serves as authentic official administrative proof of past claims.

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115. (A) Fake documents for any component attract disciplinary action under conduct rules.
Submitting fake or forged documents for any component of an LTC claim, such as fabricated hotel bills, constitutes severe misconduct under Central Civil Services (Conduct) Rules. Even if transport tickets are genuine, presenting fraudulent supporting documents invalidates the claim and triggers formal disciplinary action against the concerned employee.

116. (D) No advance is granted to an employee on LWP or EOL.
Government servants on Leave Without Pay or Extraordinary Leave are disentitled from drawing LTC advances. Because an advance requires future adjustment against regular pay and allowances, employees on leave without pay cannot be granted advance travel funds until they resume duty and enter regular pay status officially.

117. (B) Transit time is not duty; leave must be taken for entire period.
Travel transit time spent performing an LTC journey is not treated as duty under government rules. A government servant must apply for and secure formal leave, such as Casual Leave or Earned Leave, covering the entire duration of travel including transit days spent reaching and returning from the destination.

118. (C) Half Pay Leave
Leave encashment associated with LTC is permitted exclusively for Earned Leave. Half Pay Leave cannot be encashed along with Leave Travel Concession under any circumstances. While Half Pay Leave can be taken to cover absence during travel, encashing Half Pay Leave balances is strictly prohibited by statutory regulations.

119. (B) 30 days
Encashment of Earned Leave on LTC is subject to the mandatory condition that a minimum balance of thirty days Earned Leave remains at credit after deducting the encashed days. If encashment reduces the remaining EL credit below thirty days, the leave encashment request cannot be sanctioned under statutory regulations.

120. (A) (Pay + DA) x Days / 30
The cash equivalent payable for Earned Leave encashed during LTC is calculated using a standard formula. The monthly pay in the pay level plus Dearness Allowance operational on the date of encashment is multiplied by the number of days encashed, and then divided by thirty days under statutory rules.

121. (B) No, HRA and Transport Allowance are excluded.
In calculating the financial value of leave encashment on LTC, allowances such as House Rent Allowance and Transport Allowance are excluded. Cash equivalent calculation is strictly restricted to Basic Pay in the applicable Pay Matrix level plus Dearness Allowance, excluding all other compensatory allowances from the final computation.

122. (B) Yes, advance can be drawn up to 125 days prior to journey.
For train travel under LTC, government rules permit drawing an LTC advance up to 125 days prior to the proposed date of outward journey. Because the advance application on 1st March is within 125 days of the scheduled 10th May travel date, the application is submitted within permissible timelines.

123. (A) For travel between mainland India and A&N or Lakshadweep Islands.
Reimbursement for travel by steamer or sea passage on LTC is admissible specifically for journeys undertaken between mainland India and island territories, such as Andaman & Nicobar Islands or Lakshadweep. Sea travel is regulated according to entitled ship cabin classes corresponding to the employee's pay level under rules.

124. (B) First / Deluxe class as per pay level matrix
For sea passage between mainland India and island territories on Leave Travel Concession, travel entitlements are categorized by pay levels. An officer in Pay Level 11 is entitled to travel in First Class or Deluxe Class on passenger ships operated by government authorities, depending on vessel cabin specifications and statutory rules.

125. (D) No, unless declaration is submitted that spouse has not claimed benefit.
If an employee's spouse works in a private firm that provides travel benefits, the employee can claim LTC for the spouse only if the spouse does not claim travel allowances from their private employer. A formal declaration certifying non-

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contingencies
(C) Designated contingent budget heads and petty allocations
(D) Overcharging recurring monthly tuition fees directly from enrolled school students

38. A budget calendar issued by the Directorate of Education specifies timeline limits primarily to ensure that:
(A) Educational institutions spend all allotted funds within the initial month of the academic session
(B) Institutional estimates are consolidated in time for the State Budget presentation
(C) All teaching and non-teaching faculty members receive special statutory bonuses during summer vacations
(D) Mandatory annual physical verification of departmental stock and assets is completely eliminated for that year

39. In the budget classification system of public expenditure, the Major Head represents:
(A) The highly specific object classification of expenditure, such as staff wages or official travel
(B) The individual school administrative unit identification code assigned by the Treasury
(C) The minor sub-scheme operational classification implemented under local initiative
(D) The broad functional area of government activity, like General Education

40. Consider the following hierarchical budget heads under public financial accounting structures:
I. Major Head
II. Sub-Major Head
III. Minor Head
IV. Object Head
Which of the following represents the correct order from broadest to most specific?
(A) I → II → III → IV
(B) IV → III → II → I
(C) II → I → IV → III
(D) I → III → II → IV

41. Under which standard Object Head are expenses related to paper, toner, desk furniture, and daily administrative items in a school booked?
(A) Salaries and Personal Wages (01)
(B) Major Infrastructure Capital Works (53)
(C) Office Expenses (OE) / Supplies and Materials
(D) Grants-in-aid for Capital Asset Creation (35)

42. A Principal receives a sanction for replacing broken window panes and fixing minor floor tiles in the secondary block. Under which standard financial budget head should this expenditure be properly classified?
(A) Minor Works / Maintenance and Repairs
(B) Major Infrastructure Capital Works Outlay
(C) Office Expenses and Secretarial Contingencies
(D) Professional and Special Technical Services Fee

43. Which standard object code is specifically utilized for paying electricity and water bills in government institutions?
(A) Capital Outlay on Institutional Buildings
(B) Foreign Travel Expenses and Delegations
(C) Machinery, Tools, and Lab Equipment
(D) OE - Utility Charges / Office Expenses

44. Expenses incurred on organizing annual school sports events, student debate competitions, and prize distribution are normally met from:
(A) Long-term Capital Assets Creation Head allocated for major infrastructure
(B) Designated Student Activity Funds or Contingency Heads
(C) Consolidated Employee Pension and Post-Retirement Reserve Fund Head
(D) Major Capital Infrastructure Works and Civil Construction Head

45. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Misclassification of expenditure between Capital Heads and Revenue Heads in school accounting leads to serious audit objections.
Reason (R): Capital Expenditure creates or enhances long-term assets, while Revenue Expenditure meets day-to-day operational costs of the institution.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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136. (A) Disallow air fare claim for non-compliance with authorized booking channels.
When air tickets for LTC travel under special relaxation schemes are purchased from unauthorized local travel vendors or unapproved portals, booking rules are violated. The Head of Office is required to disallow the air fare claim due to non-compliance with mandatory booking instructions issued by DoPT and the Finance Ministry.

137. (B) Every time LTC is availed, up to 10 days per occasion, max 60 days in service.
Encashment of Earned Leave along with LTC is permitted on each occasion travel concession is availed, up to a maximum of ten days per occasion. This encashment can be exercised multiple times throughout service, subject to a cumulative ceiling of sixty days across the employee's entire career under rules.

138. (B) Yes, by converting 2nd Home Town LTC into Anywhere in India LTC.
In a four-year block period, an employee has two Home Town LTC entitlements corresponding to two sub-blocks. Under rules, the employee can convert one of the Home Town LTC entitlements, including the second sub-block entitlement, into an Anywhere in India LTC to travel across the country during that sub-block.

139. (A) Yes, family members can travel and claim LTC during suspension.
While a government servant under suspension is personally barred from availing LTC due to inability to take approved leave, dependent family members retain their entitlement. Family members can travel independently and claim LTC reimbursement during the employee's suspension period, provided the concession accrued prior to suspension under statutory rules.

140. (A) Standard GFR timeline (normally 15-30 days of receipt)
Pay & Accounts Offices process and settle LTC reimbursement claims submitted by Drawing and Disbursing Officers according to General Financial Rules timelines. Claims are audited and settled promptly, typically within fifteen to thirty days of receipt at the PAO, subject to proper documentation and budget availability under statutory rules.

141. (D) E-ticket and Boarding Passes
For air travel under Leave Travel Concession, submitting e-tickets along with original boarding passes is mandatory. These documents serve as primary verifiable evidence of travel details, showing flight numbers, travel date, seat allocation, class of travel, and confirming actual performance of the air journey by the passenger concerned.

142. (C) No, family may travel from elsewhere, but fare is capped from headquarters.
Under Leave Travel Concession rules, family members are not required to originate their journey from the employee's official headquarters. Family members may travel from another location directly to the destination; however, total reimbursement is capped at the fare payable between headquarters and the destination by the shortest direct route.

143. (B) Capped at fare between headquarters and destination by shortest route.
When family members travel on LTC from a place other than the employee's official headquarters, reimbursement is subject to a ceiling. The claim is capped at the travel fare calculated from the official headquarters to the declared destination via the shortest direct route, regardless of actual origin distance covered by family.

144. (D) No, 1 year continuous service is mandatory.
A contract employee appointed for a period of six months is not eligible for Leave Travel Concession. Under CCS (LTC) Rules, completing a minimum of one year of continuous service is a mandatory prerequisite for any government employee or contractual appointee to become eligible for travel concessions under statutory rules.

145. (B) Subject to standard Casual Leave limits per spell.
When Leave Travel Concession is combined with Casual Leave, there is no special maximum limit imposed specifically for LTC travel. The combination is governed by standard Casual Leave rules, which restrict the total number of days of Casual Leave granted per spell according to general administrative regulations in force today.

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146. (C) DoPT / Administrative Ministry
Power to relax rules under Central Civil Services (Leave Travel Concession) Rules, 1988 resides exclusively with the Department of Personnel and Training and the concerned Administrative Ministry. Lower authorities like Heads of Office or Pay and Accounts Officers cannot grant relaxation in cases of financial or procedural hardship under rules.

147. (A) Entitlement lapses and advance is recovered in full with interest.
If an employee resigns from government service before completing one year of continuous service, all Leave Travel Concession entitlements lapse. Any LTC advance drawn prior to resignation must be recovered in full along with penal interest, as completing one year of service is required to qualify for benefits under rules.

148. (D) Restricted to entitled class train fare by shortest route.
When stations are connected by rail, travelling by private AC taxi due to non-availability of train tickets does not entitle the employee to taxi fare reimbursement. Reimbursement is restricted strictly to the fare of the employee's entitled train class calculated via the shortest direct route between stations under statutory rules.

149. (B) HOD may condone delay if genuine reasons exist.
When no advance was drawn and an LTC claim is submitted after three months but within six months of return travel, the Head of Department holds powers to condone the submission delay. If genuine administrative or personal reasons exist, the Head of Department may condone the delay and approve bill processing.

150. (C) To ensure adherence to entitlements, travel modes, booking rules, and financial propriety.
The primary administrative principle guiding the Controlling Officer during LTC bill scrutiny is ensuring full compliance with statutory rules. The Controlling Officer must verify travel entitlements, authorized travel modes, ticket booking channels, travel proof, and overall financial propriety before countersigning reimbursement bills for final settlement by accounts.

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CHAPTER 08
Pay Rules

1. Which of the following best defines a school budget from an administrative perspective?
(A) A financial statement showing actual revenue collected and expenditure incurred during the previous academic session
(B) A financial plan outlining estimated revenues and proposed expenditures for a specific operational period
(C) A statutory ledger maintained by the Head of School to record daily cash receipts and ongoing departmental disbursements
(D) An audited summary of physical assets, liabilities, and endowment funds belonging to the Directorate of Education

2. In public school administration, what is the primary operational objective of preparing an annual institutional budget?
(A) To ensure alignment between academic objectives and available financial resources
(B) To maximize surplus revenue at the end of the financial year
(C) To eliminate the necessity of conducting internal and external financial audits
(D) To transfer full financial authority from the Directorate of Education to individual teachers

3. School financial management emphasizes that budgeting is not merely an accounting exercise, but primarily a process of:
(A) Delegating statutory power and administrative oversight to private vendor networks
(B) Commercial investment and long-term interest generation on public grants
(C) Policy translation, operational planning, and resource allocation
(D) Unilateral spending approval by the Drawing and Disbursing Officer

4. Which financial management principle requires that all receipts and expenditure estimates in a school budget must be framed on a gross basis without netting off expenditure against income?
(A) Principle of Net Cash Flow
(B) Principle of Historical Costing
(C) Principle of Contingent Reserve
(D) Principle of Gross Budgeting

5. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): School budgeting is an essential supervisory and evaluation mechanism for the Head of Institution.
Reason (R): Budgetary allocations set physical and financial targets against which periodic performance and resource utilization can be measured.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. A Head of School who ensures that budgetary planning is linked directly to the Annual School Improvement Plan (ASIP) is practicing:
(A) Incremental auditing and historical revenue tracking
(B) Development-oriented budget planning
(C) Speculative capital budgeting and reserve planning
(D) Ad-hoc allocation management and discretionary spending

7. Which of the following is an indirect financial consequence of poor budget forecasting in a government school?
(A) Automatic suspension of the Drawing and Disbursing Officer by the controlling authority
(B) Immediate and permanent closure of non-performing academic departments in the school
(C) Permanent reduction of staff salary scales and administrative allowances by the Finance Department
(D) Lapse of allocated funds at year-end leading to unfulfilled academic targets

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claim from the private employer is required for processing the travel reimbursement.

126. (C) Certificate stating spouse has not claimed LTC from employer for same block.
When applying for LTC reimbursement involving an employed spouse, the government servant must submit an official declaration certificate. The certificate must explicitly state that the spouse has not claimed Leave Travel Concession or travel allowance from their own employer for the concerned block year period under statutory rules.

127. (B) Reimbursed as per actual lower fare paid.
When a government servant travels on LTC by train in a class lower than their official entitlement, reimbursement is regulated strictly according to actual expenditure. The employee is reimbursed the actual lower fare paid for the ticket, rather than the higher fare of their entitled class under statutory rules.

128. (D) Reimbursable if cancellation was due to official reasons certified by authority.
Cancellation charges incurred on train or air tickets purchased for LTC are reimbursable if the cancellation was necessitated by official exigencies. To claim reimbursement, the cancellation due to official duties must be formally certified by the competent administrative authority empowered to sanction the travel under statutory rules.

129. (A) No, cancellation charges due to personal illness are not reimbursable.
Under CCS (LTC) Rules, ticket cancellation charges are not reimbursable when an LTC journey is cancelled due to personal reasons, including personal illness supported by a medical certificate. Reimbursement of cancellation fees is restricted exclusively to cancellations caused by official government exigencies certified by competent authorities.

130. (C) Verifying authorized mode booking, entitlement, travel, and block year.
Prior to countersigning an LTC reimbursement bill, the Controlling Officer or Principal is obligated to verify key administrative details. The Controlling Officer must ensure the travel mode matches entitlement, tickets were booked through authorized agencies, travel was performed, and the claim corresponds to a valid block year period.

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131. (A) Yes, legally adopted children are treated at par with natural children.
Under Leave Travel Concession rules, legally adopted children are included in the definition of family and treated on par with natural children. Provided the adoption is legally valid and established dependency conditions are met, an employee can claim LTC benefits for an adopted child without restriction under statutory rules.

132. (D) Included in family definition provided step-child is wholly dependent.
Under CCS (LTC) Rules, a step-child is included in the definition of family. Provided the step-child resides with and is wholly dependent on the government servant, they are eligible for Leave Travel Concession benefits subject to the overall two-child limit applicable to children born after October 1998 under rules.

133. (B) Advance must be refunded in full with penal interest.
When an LTC advance is drawn, the government servant is required to purchase travel tickets within ten days of drawal. If the employee fails to produce ticket details within ten days, the entire advance must be refunded immediately, along with penal interest calculated from the original date of drawal.

134. (C) No, travel by private non-recognized operators is disallowed.
Reimbursement on Leave Travel Concession is disallowed for travel performed using vehicles operated by private non-recognized operators or unauthorized private charter services. Transport must be operated by government authorities, State Road Transport Corporations, or recognized public carriers to qualify for reimbursement under established travel concession regulations in force.

135. (C) 1 calendar year (grace year)
Under Leave Travel Concession rules, a grace period of one calendar year is allowed to avail an unutilized LTC following the expiry of a regular two-year or four-year block. The unutilized concession carried forward must be availed during this grace year, which is the first year of the next block.

(C) A is true but R is false
(D) A is false but R is true

16. Performance budgeting differs significantly from line-item budgeting because performance budgeting focuses primarily on:
(A) The physical inputs, raw item quantities, and immediate unit purchase costs incurred
(B) The linkage between financial inputs and operational outputs or results
(C) The aggregated historical expenditure trends recorded over the preceding ten financial years
(D) The absolute volume of liquid cash balances maintained continuously in the primary school bank account

17. In the context of school performance budgeting, which of the following serves as a key performance indicator (KPI)?
(A) Remedial teaching hours completed relative to target learning gains
(B) The verified total opening cash balance recorded in the institutional main cash book at session start
(C) The specific administrative serial number of the contingent bill submitted to the Pay and Accounts Office
(D) The official administrative designation of the clerical staff responsible for maintaining service books

18. Which step is essential when establishing a performance budget for a government school scheme?
(A) Defining work programs, targets, and quantifiable indicators
(B) Completely abolishing all traditional standard accounting heads, budget codes, and object classification systems
(C) Submitting individual daily spending receipts directly to the Office of the Comptroller and Auditor General
(D) Delegating statutory financial sanctioning powers directly to un-accredited local commercial vendors

19. Performance budgeting is designed to enhance administrative accountability by answering which fundamental question?
(A) "How much total money was spent under each individual object head or item category?"
(B) "Which commercial vendor provided the lowest competitive bid for annual school stationery supplies?"
(C) "What educational outcomes were achieved with the allocated funds?"
(D) "How many administrative pages were formally entered and verified in the official school cash book?"

20. Consider the following statements regarding the components of a performance budget framework in educational administration:
I. Classification of activities by programs and activities
II. Identification of measurable workloads and physical targets
III. Integration of financial data with physical accomplishments
IV. Total exemption from statutory financial audit control
Which of the above statements are correct?
(A) I, II, and III only
(B) I, III, and IV only
(C) II and IV only
(D) I, II, III, and IV

21. Which administrative challenge is most commonly encountered when implementing performance budgeting in government schools?
(A) High operational simplicity and ease of executing physical workload measurement across departments
(B) Complete absence of official budgetary guidelines issued by the Ministry of Finance and Treasury
(C) Difficulty in quantifying qualitative outcomes like character building
(D) Absence of designated Drawing and Disbursing Officers across public sector government schools

22. In performance budgeting, "Program Evaluation" primarily serves to:
(A) Sanction advance annual increments and promotional upgrades to institutional administrative staff
(B) Assess whether activities achieved target goals relative to the budget
(C) Verify the physical binding quality, pagination, and page numbers of official accounting registers
(D) Grant immediate statutory recognition and government accreditation to un-aided private schools

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23. Zero-Based Budgeting (ZBB) requires that every programmatic expenditure must be:
(A) Increased automatically by a fixed percentage corresponding directly to prevailing annual economic inflation rate
(B) Automatically approved without scrutiny provided it received sanction in the preceding financial year
(C) Calculated solely and exclusively on the basis of recorded physical asset depreciation and scrap valuations
(D) Justified afresh from a zero base during every new budget cycle

24. What is the fundamental operational unit used in Zero-Based Budgeting to evaluate and prioritize competing activities?
(A) Decision Package
(B) Line-Item Voucher
(C) Audit Objection Slip
(D) Contingent Register Entry

25. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Zero-Based Budgeting helps in eliminating obsolete, inefficient, or redundant educational programs in schools.
Reason (R): Under ZBB, existing ongoing programs do not automatically receive funding; they must compete with new proposals based on cost-benefit justification.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. Consider the following steps involved in Zero-Based Budgeting:
I. Identification of decision units
II. Formulation of decision packages
III. Evaluation and ranking of decision packages
IV. Final allocation of budgetary resources
Which of the following represents the correct sequential order of these steps?
(A) I → II → III → IV
(B) II → I → IV → III
(C) III → I → II → IV
(D) I → III → II → IV

27. What is a key practical disadvantage of implementing Zero-Based Budgeting on an annual basis in public educational institutions?
(A) It routinely encourages un-monitored institutional spending without proper tracking documentation or receipt retention.
(B) It completely prevents the school administration from purchasing necessary emergency laboratory supplies during mid-session.
(C) It automatically voids all employment contracts previously executed with permanent civil service administrative employees.
(D) It demands substantial time, effort, and extensive documentation.

28. The Head of a Senior Secondary School decides to conduct a complete review of all extracurricular clubs. Instead of approving their routine annual grants, the Head asks each club coordinator to prepare a detailed justification of goals, activities, costs, and expected outcomes from scratch. Which budgeting technique is being employed?
(A) Incremental Budgeting
(B) Zero-Based Budgeting
(C) Line-Item Budgeting
(D) Formulas-Based Granting

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29. How does Zero-Based Budgeting handle non-performing or low-priority programs during resource allocation?
(A) It guarantees them a mandatory minimum baseline funding quota of 50% regardless of actual performance
(B) It transfers their operational oversight and day-to-day administrative control directly to external auditors
(C) It assigns them low package priority, leading to budget cuts or total removal
(D) It automatically merges their funding allocations with permanent administrative salary and wage heads

30. Consider the following statements comparing Zero-Based Budgeting with Traditional Incremental Budgeting:
I. ZBB assumes a base of zero, whereas Traditional Budgeting assumes the current expenditure base as given.
II. ZBB focuses on ongoing activity justification, whereas Traditional Budgeting focuses mainly on changes from the previous year.
III. ZBB eliminates the need for any financial

auditing, whereas Traditional Budgeting relies heavily on audits.

Which of the above statements are correct?

(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

31. What is the first formal stage in the annual budget preparation process in a school?

(A) Assessing institutional needs and gathering initial departmental estimates
(B) Formal submission of final audited expenditure statements to the concerned regional Pay and Accounts Office
(C) Obtaining statutory budget approval and allocation sanction from the competent authority
(D) Official issuance and publication of annual statutory audit compliance and oversight reports by auditors

32. In the government school budget cycle, who plays the central role in consolidating departmental requirements and preparing the draft Budget Estimates (BE)?

(A) External Statutory Auditor from Comptroller and Auditor General
(B) Head of Institution / Drawing and Disbursing Officer (DDO)
(C) Senior Assistant Officer of the District Government Treasury
(D) Senior Bank Branch Manager holding the primary school account

33. When preparing the annual budget estimates for a school, projections for salary expenditure must primarily be based on:

(A) The maximum permissible ceiling spending limit established under non-salary office contingency heads
(B) Sanctioned and working strength, pay levels, and allowances
(C) Applying arbitrary flat 20% annual percentage increases across all existing institutional staff pay bands
(D) The projected gross student tuition fee collections anticipated during the upcoming academic term

34. What parameter must a Principal primarily consider while estimating non-salary operational expenses (such as electricity, water, office supplies)?

(A) Historical usage trends, contractual commitments, and expected inflation
(B) The total sanctioned geographical land area and physical plot dimensions of the school campus only
(C) Executive policy recommendations submitted by the Parent-Teacher Association regarding fee structures
(D) Surplus unutilized capital grants currently held in accounts belonging to neighboring government schools

35. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).

Assertion (A): Consultation with department heads and academic committees is essential during the school budget preparation process.

Reason (R): Participative budgeting ensures realistic estimation of educational resources required for effective curriculum implementation.

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

36. Consider the following steps in the preparation and consolidation of a school budget:

I. Identification of departmental requirements and academic needs
II. Compilation and draft formulation of Budget Estimates by the Principal/DDO
III. Scrutiny and approval by the School Management Committee / District Level Authorities
IV. Incorporation into the overall budget of the Directorate of Education

Which of the following represents the correct sequential order of these steps?

(A) I → II → III → IV
(B) II → I → IV → III
(C) I → III → II → IV
(D) III → I → II → IV

37. During budget preparation, "unforeseen contingent liabilities" are best provided for through:

(A) Maintaining undisclosed secret financial reserves hidden intentionally within annual salary estimates
(B) Illegally diverting accumulated staff pension contribution funds for operational

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8. The practice of preparing school budgets well in advance of the financial year primarily ensures that:
(A) Administrative sanctions and procurement can be initiated before the session starts
(B) The institution can collect fees directly from students without requiring prior departmental approval
(C) Audit objections and financial queries raised in previous years are automatically invalidated
(D) All teaching and non-teaching staff members receive mandatory advance salary increments

9. In line-item budgeting, budget allocations are categorized primarily according to:
(A) Expected student learning outcomes, baseline competencies, and academic achievements
(B) Strategic priority rankings assigned by the School Management Committee and local community
(C) Specific object heads of expenditure, such as salaries and supplies
(D) Comprehensive cost-benefit ratios and social impact metrics of educational projects

10. Consider the following statements regarding the characteristics of a line-item budget in school management:
I. It focuses strictly on input controls rather than output evaluation.
II. It allows easy monitoring of expenditure against approved limits for specific items.
III. It provides complete operational flexibility to re-allocate funds across object heads without approval.
Which of the above statements are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

11. What is a major structural limitation of traditional line-item budgeting when applied in educational institutions?
(A) It is excessively complex, computationally demanding, and tedious to prepare and maintain.
(B) It completely prevents the Drawing and Disbursing Officer from tracking object-wise spending limits.
(C) It requires mandatory advanced statistical modeling software and specialized data analysts for departmental approval.
(D) It fails to evaluate the quality, efficiency, or educational impact of spending.

12. A newly appointed Principal notices that the school's historical budget simply adds 5% to 10% across every expenditure head from the previous year's figures, without evaluating whether those activities are still relevant. Which budgeting approach is currently being practiced?
(A) Comprehensive Zero-Based Budgeting
(B) Incremental Line-Item Budgeting
(C) Programmatic Performance-Based Budgeting
(D) Long-Term Capital Program Budgeting

13. Traditional line-item budgeting is often preferred by administrative controlling authorities primarily because it:
(A) Directly evaluates student academic achievement and classroom learning outcomes systematically
(B) Encourages innovative pedagogical practices and modern instructional techniques among teachers
(C) Eliminates the statutory administrative requirement for maintaining detailed physical stock registers
(D) Simplifies accounting, compliance checking, and budgetary control

14. Which of the following expense items in a school budget represents a standard object head under a line-item budget structure?
(A) "Office Expenses (OE) and Supplies"
(B) "Achievement of 90% Pass Percentage in Class XII"
(C) "Reduction of Student Dropout Rate in Middle School"
(D) "Enhancement of Student Scientific Temper"

15. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Line-item budgeting limits a Principal's discretion to spend funds allocated for lab equipment on library books without official re-appropriation sanction.
Reason (R): Line-item budgeting enforces strict compliance with ceiling limits set under specific statutory object heads.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A

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46. Under which detailed financial head are payments made for guest teachers or visiting experts conducting special sessions in school?
(A) Major Infrastructure Capital Works Allotment
(B) Office Contingency Reserve and Consumable Fund
(C) Machinery, Technical Tools, and IT Equipment
(D) Wages / Professional and Special Services

47. What is the key accounting distinction between Revenue Expenditure and Capital Expenditure in school finance?
(A) Revenue expenditure sustains daily operations; capital expenditure creates durable assets.
(B) Revenue expenditure is exclusively spent on high-cost building construction, whereas capital expenditure pays routine staff salaries.
(C) Revenue expenditure is funded entirely through external commercial loans, whereas capital expenditure relies strictly on student fee collection.
(D) Revenue expenditure occurs once every ten years during structural overhaul, whereas capital expenditure occurs continuously on a monthly basis.

48. Which of the following is a clear example of Capital Expenditure in a school budget?
(A) Routine payment of recurring monthly administrative electricity bills and municipal water charges
(B) Regular annual subscription payments for academic reference journals and general magazines in the library
(C) Construction of a science lab block and server hardware acquisition
(D) Procurement of daily classroom consumable supplies, including writing chalk, dusters, and marker pens

49. Payment of regular staff salaries, routine library journal renewals, and minor building painting are examples of:
(A) Capital Outlay
(B) Revenue Expenditure
(C) Debt Repayment
(D) Reserve Capital Formation

50. Consider the following statements regarding Revenue and Capital Receipts in school finance:
I. Capital receipts create liabilities or reduce financial assets of the government/school.
II. Revenue receipts neither create liabilities nor lead to reduction of government assets.
III. Grants received for construction of a new school stadium are revenue receipts.
Which of the above statements are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

51. If a school purchases 50 desktop computers to set up a permanent computer laboratory, this transaction should be booked under:
(A) Revenue Expenditure booked under General Office Supplies
(B) Recurring Administrative Allowance for Operational Maintenance
(C) Capital Expenditure (Machinery & Equipment)
(D) Petty Contingency Fund for Daily School Emergencies

52. Why is the distinction between Revenue and Capital items crucial for a Head of School operating as a DDO?
(A) To decide whether mandatory annual student examinations should be conducted in online or offline mode
(B) To enable automatic career progression and time-bound promotion of school administrative support staff
(C) To claim statutory exemptions and avoid paying municipal property taxes for institutional land assets
(D) To comply with delegated financial powers for capital versus revenue heads

53. Annual maintenance contracts (AMC) for air conditioners and computers installed in a school are categorized under:
(A) Capital Expenditure
(B) Non-budgetary Deposit
(C) Revenue Expenditure
(D) Capital Formation Grant

54. Which of the following statements is INCORRECT regarding Revenue Expenditure in schools?
(A) It is recurring in nature.
(B) It results in the creation of durable physical public assets.
(C) It is consumed within the current accounting/

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(B) The local Municipal Councillor gives explicit verbal assent during an official public school visit
(C) Exactly 50% of the instructional academic year has been successfully completed by the institution
(D) The budget is voted and formal Allotment of Funds is issued by the Controlling Officer

85. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Periodic maintenance and verification of the Expenditure Control Register (Form GFR 9 / MSO 8) is a primary responsibility of the DDO.
Reason (R): It enables the DDO to track running expenditure against allocated funds, preventing over-spending or un-necessary surrender.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

86. What is the primary purpose of reconciliation of departmental expenditure figures conducted by a school DDO with the Pay and Accounts Office (PAO)?
(A) To verify daily student attendance records and physical classroom registers across all academic levels
(B) To ensure school cash book entries match PAO accounts exactly
(C) To calculate final academic rank lists and merit scholarship distributions for graduating students
(D) To prepare and issue fresh public tender procurement notices for specialized laboratory equipment

87. How frequently are school DDOs required to reconcile their expenditure statements with the concerned Pay and Accounts Office (PAO)?
(A) Annually on 31st March only
(B) Once every 5 years during CAG audit
(C) Weekly during board examinations
(D) Monthly

88. A Principal reviews the budget spending register in December and finds that under the head "Laboratory Consumables," only 15% of the annual allocation has been spent, while school exams are approaching in March. What administrative action should the Principal take to ensure proper budget monitoring?
(A) Review needs with teachers and expedite GFR-compliant procurement
(B) Cancel all practical science laboratory classes and examinations immediately across all student sections
(C) Transfer all unspent remaining grant money directly to the non-statutory staff welfare club account
(D) Surrender all allocated departmental funds immediately without evaluating ongoing laboratory stock needs

89. What is the standard rule regarding "rush of expenditure" in the closing month of the financial year (March) under General Financial Rules (GFR)?
(A) At least 80% of the total annual budget must be spent strictly during the closing weeks of March.
(B) March expenditure is completely exempt from standard procurement rules and physical stock verification.
(C) Year-end rush of expenditure breaches financial propriety and must be avoided.
(D) DDOs receive formal commendation certificates for successfully spending their full allocation on 31st March.

90. Consider the following tools used by a Principal for budget monitoring and expenditure tracking:
I. Expenditure Control Register
II. Monthly PAO Reconciliation Statement
III. Allotment Register
IV. Student Fee Receipt Book
Which of the above are direct tools for budgetary financial control?
(A) I, II, and III only
(B) I and IV only
(C) II, III, and IV only
(D) I, II, III, and IV

91. If expenditure tracking reveals an impending shortfall under a critical mandatory head (such as electricity), what step should the DDO take well before March?
(A) Divert funds illegally from student welfare funds and local institutional trust accounts
(B) Stop paying monthly baseline salaries and legitimate allowances to all non-teaching staff
(C) Borrow emergency operating funds on

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incurred over and above the official legislative appropriation
(D) Preliminary projected receipts and expenditure for the next year

63. When framing Budget Estimates (BE) for the upcoming financial year, what document serves as the foundational base for a school DDO?
(A) Revised Estimates and current year actual spending trends
(B) The physical daily student attendance register maintained by class teachers across all sections
(C) The annual fee prospectus and publicity brochures issued by neighboring private institutions
(D) Advertisements and public notices published in local commercial newspapers during the previous year

64. Budget Estimates prepared by individual schools are submitted to the Directorate of Education through:
(A) Direct personal hand-delivery to the Office of the Comptroller and Auditor General of India
(B) Displaying draft statements on public notice boards located within the school premises
(C) Online budget portals or Zonal and District administrative channels
(D) Official submission through the main treasury branch only

65. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Budget Estimates (BE) prepared by a school must be based on realistic projections rather than deliberate over-estimation.
Reason (R): Systematic over-pitching of estimates leads to inflated departmental budgets, artificial locking of government funds, and subsequent huge surrenders.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. In preparing Budget Estimates for recurring expenses like office contingencies, which factor must be factored in by the Head of School?
(A) Inflation trends, enrollment growth, and contractual increases
(B) Complete operational elimination of routine monthly electricity and utility consumption costs
(C) Projected future promotions and salary increments of non-existent administrative support posts
(D) Applying a strict zero inflation assumption across all procured commercial goods and services

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67. Under standard government rules, if a new post of teacher is created in mid-year but not yet filled, how should it be reflected in the Budget Estimates for the next year?
(A) Completely omitted from all draft budget projections until the post is physically filled by an appointee
(B) Provided for at double the normal baseline salary scale to create an emergency staff recruitment reserve
(C) Fully provided for based on sanctioned salary for the entire year
(D) Provisionally booked under the Capital Major Infrastructure Works allocation head pending recruitment

68. What is the standard timeline during which schools typically draft and submit their initial Budget Estimates for the next financial year to higher authorities?
(A) March–April during the close of the ongoing financial year
(B) January–February during the middle of the following financial year
(C) Mid-June during the annual student summer vacation period
(D) September–October of the preceding financial year

69. Which of the following practices is considered improper while formulating Budget Estimates?
(A) Systematic consultation of the past three years' actual historical expenditure trends and statements
(B) Accounting for full salary provisions of all approved vacant sanctioned teaching and non-teaching posts
(C) Intentionally underestimating utility costs to artificially shrink the draft budget
(D) Aligning laboratory and classroom equipment requests with projected curriculum and syllabus demands

financial period.
(D) It includes payments for administrative utilities and consumables.

55. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): In the public finance system, the historical classification into Plan and Non-Plan expenditure was officially replaced from the financial year 2017-18.
Reason (R): The distinction was removed to align expenditure reporting with Capital and Revenue classifications and simplify budget management.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

56. Prior to its removal, "Plan Expenditure" in educational budgeting primarily referred to:
(A) Expenditure on specific developmental schemes under Five-Year Plans
(B) Routine baseline payment of established teachers' regular monthly salaries and allowance entitlements
(C) Recurring payment of accumulated historical interest liabilities on long-term government loans and bonds
(D) Immediate emergency operational spending deployed during unexpected natural disasters or crisis events

57. Historically, routine maintenance of existing school buildings and payment of established staff salaries fell under which category?
(A) Plan Expenditure
(B) Extra-budgetary Capital Reserves
(C) Non-Plan Expenditure
(D) Sinking Funds

58. A Principal reviewing old school financial records from 2015 finds an allocation labeled "Establishment and Maintenance Grants." Under the historical system, this would be classified as:
(A) Non-Plan Expenditure
(B) Plan Expenditure
(C) Special Capital Development Plan
(D) Foreign Aid Assistance

59. The current public budget structures classify educational expenditures under which primary structural dimension?
(A) Historical Plan versus Non-Plan operational expenditure framework
(B) Domestic institutional spending versus Foreign aid and overseas expenditure
(C) Direct Cash transactions versus Non-Cash departmental credit allocations
(D) Revenue versus Capital, alongside Scheme versus Non-Scheme heads

60. Consider the following statements regarding the historical Plan versus Non-Plan budgeting framework:
I. Plan expenditure was associated with new development projects under Five-Year Plans.
II. Non-Plan expenditure covered ongoing operational and maintenance expenses.
III. Non-Plan expenditure was generally considered non-essential and systematically reduced every year.
IV. The Planning Commission was responsible for Plan allocations.
Which of the above statements are correct?
(A) I, II, and IV only
(B) I and III only
(C) II, III, and IV only
(D) I, II, III, and IV

61. Why is historical awareness of the Plan vs. Non-Plan distinction relevant for school administrators today?
(A) Historical records and statutory registers reference these terms.
(B) Schools remain statutorily required to submit separate Plan and Non-Plan cash books monthly to the PAO.
(C) Annual Plan scheme funds continue to be disbursed by central advisory bodies directly to individual school accounts.
(D) Teaching staff hired under legacy Plan schemes continue to receive fundamentally different salary pay scales.

62. What does "Budget Estimates" (BE) signify in the context of school financial management?
(A) The exact, final audited expenditure figures compiled at the close of a fully completed financial year
(B) The total aggregated liquid cash balance available in the Principal's personal savings bank account
(C) The total unauthorized excess spending

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(C) Issue a formal commendation letter and cash reward to the Principal for demonstrating exceptional government savings
(D) Initiate immediate administrative proceedings to terminate all teaching staff serving in that non-spending school

77. What is the administrative hierarchy of budget submission for a government school under a Directorate of Education?
(A) School (DDO) → Finance Department → Pay and Accounts Office → Ministry Bureau
(B) School (DDO) → Office of the Comptroller and Auditor General → Cabinet Secretariat
(C) School (DDO) → District Office → Directorate HQ → Finance Department
(D) School (DDO) → Municipal Corporation → Regional Directorate

78. What role does the District Education Officer (DEO) / Regional Director play in the budget approval process?
(A) Drafting, debating, and passing the annual State Appropriation Act in the Legislative Assembly or Parliament
(B) Authorizing the direct printing and physical issuance of currency notes for meeting school operational expenses
(C) Conducting the final statutory external post-audits of all official school cash books and expenditure vouchers
(D) Consolidating and scrutinizing budget proposals before forwarding to Directorate HQ

79. Final budgetary funds are made available to a government school DDO through:
(A) Direct cash drop by courier from the Treasury
(B) Letters of Allocation / Electronic Budget Allotment on the financial portal (e-Budget/ BAMS) by the Controlling Officer
(C) Transfer into the personal current account of the Head of School
(D) Issue of bearer cheques signed by the Zonal Education Officer

80. Consider the following events in the approval and allotment of budget for government schools:
I. Formulation of Budget Estimates by the Head of School (DDO)
II. Scrutiny and consolidation at District and Directorate HQ levels
III. Inclusion in the Annual State Budget and vote by the Legislative Assembly
IV. Issue of formal spending allotment to DDOs through the budget management system
Which of the following represents the correct sequential order of these events?
(A) I → II → III → IV
(B) II → I → IV → III
(C) III → I → II → IV
(D) I → III → II → IV

81. In grant-in-aid (aided) private schools, budget estimates for grant calculation are submitted to:
(A) The Union Public Service Commission central administrative division
(B) The Director of Education / Grant Sanctioning Authority
(C) The Central Board of Secondary Education regional administrative wing
(D) The Public Accounts Committee of the Legislative Assembly

82. What happens if a school DDO incurs expenditure in excess of the budget allotment approved by the Directorate without obtaining formal re-appropriation or additional grant?
(A) It is an unauthorized financial irregularity causing audit objections and DDO liability.
(B) The excess expenditure is automatically regularized by the Treasury without objection at the end of five years.
(C) The Pay and Accounts Office will compensate for the entire excess spending out of its operational reserves.
(D) The official school bank account automatically earns special bonus interest to fully cover the budget deficit.

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83. Which system or portal is primarily used in public financial management for online budget allocation, re-appropriation, and spending monitoring across departments?
(A) Shodhganga Higher Education Repository
(B) U-DISE Plus School Information Portal
(C) BAMS / PFMS (Budget Estimation, Allocation & Monitoring System)
(D) PM-POSHAN MIS Portal

84. A school Principal cannot spend money merely because an item was included in the draft Budget Estimates. Expenditure can only be incurred after:
(A) The local Parent-Teacher Association formally passes an official informal vote of spending confidence

70. Consider the following statements regarding Revised Estimates (RE) in government budgeting:
I. RE represents a mid-year re-assessment of financial requirements for the current financial year.
II. RE replaces the original Budget Estimates (BE) based on actual spending performance in initial months.
III. RE constitutes formal statutory sanction and grants legal power to spend excess money automatically without legislative approval.
Which of the above statements are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

71. Revised Estimates (RE) are prepared primarily to:
(A) Permanently close all ongoing school financial accounts and operational ledgers in the month of October
(B) Sanction retrospective pay hikes and promotional allowances to all institutional staff without prior sanction
(C) Re-audit and re-verify all official financial statements, vouchers, and cash books of the past five years
(D) Re-align allocations based on mid-year spending and remaining needs

72. In November, a Principal observes that due to an unexpected spike in water charges, the allocated budget under "OE - Utility Charges" will fall short by ₹50,000. Simultaneously, "Office Supplies" has unutilized surplus. What immediate budgetary step should the Principal initiate during the Revised Estimates (RE) stage?
(A) Propose an RE upward adjustment in Utilities while surrendering Office Supplies surplus
(B) Completely stop paying municipal water and electricity utility bills for the remaining months of the year
(C) Pay the outstanding utility bill out of the Principal's personal savings account and claim reimbursement later
(D) Direct enrolled students to bring their own drinking water from home to avoid incurring municipal utility costs

73. Does approval of a Revised Estimate (RE) by itself grant legal authority to the DDO to incur additional expenditure over the voted Budget Estimate?
(A) Yes, because RE approval automatically acts as a formal and final appropriation bill passed by the State Legislative Assembly.
(B) Yes, provided the Principal executes and signs a personal legal indemnity bond in favor of the Finance Department.
(C) No, spending beyond voted provisions requires Supplementary Grants passed by the legislature.
(D) Yes, provided the local School Management Committee passes a simple executive resolution authorizing the expenditure.

74. Revised Estimates proposals are generally framed by schools alongside which other budget document?
(A) The Budget Estimates (BE) for the upcoming financial year
(B) The final surrender statement of the previous financial year
(C) The statutory Asset Register verification summary
(D) The annual student medical inspection report

75. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Revised Estimates serve as a vital financial monitoring tool for controlling officers in the Directorate of Education.
Reason (R): They allow higher authorities to reallocate funds from slow-spending schools to institutions facing genuine budget shortfalls before year-end.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

76. In the RE stage, if a school's actual expenditure in the first 6 months is only 10% of the allocated budget, the Controlling Officer will most likely:
(A) Automatically double the financial allocation for that school for the remaining six months of the financial year
(B) Reduce the school's RE allocation and reallocate surplus funds elsewhere

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commercial interest rates from local private banks
(D) Request additional funds through Revised Estimates or formal Re-appropriation

92. What document does the DDO submit monthly to the Controlling Officer/Directorate to show budget allotment, progressive expenditure, and balance available?
(A) Annual Confidential Report
(B) Monthly Expenditure Statement / Return
(C) Physical Verification Certificate of Property
(D) Service Book Audit Report

93. What is a Utilization Certificate (UC) in public financial management?
(A) A statutory academic certificate issued to graduating students certifying 100% complete course attendance
(B) A formal commercial receipt issued to office vendors upon physical delivery of stationary items
(C) A declaration certifying a grant was used for its sanctioned purpose
(D) An official administrative authorization signed by the bank manager allowing emergency cash withdrawals

94. Under GFR 2017 rules, Utilization Certificates for grants-in-aid released during a financial year must normally be submitted within:
(A) Exactly 5 years from the official sanction issuance date
(B) Exactly 30 days from the date of initial bill generation
(C) Within 10 years following statutory CAG external audit
(D) 12 months of the closure of the financial year

95. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Non-submission of Utilization Certificates (UCs) for previous grants blocks the release of subsequent grant installments to an institution.
Reason (R): UCs ensure financial accountability and verify that public funds were expended in accordance with the terms and conditions of the sanction.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

96. What standard Form under General Financial Rules (GFR 2017) is utilized for submitting Utilization Certificates for general grants-in-aid?
(A) Standard Form GFR 16
(B) Form GFR 12-A
(C) Statutory Form GFR 5
(D) Prescribed Form GFR 1

97. Which authority is primarily responsible for signing and submitting the Utilization Certificate for grants received by an aided school or autonomous educational body?
(A) The Head of Institution / Authorized Grantee Manager/Secretary
(B) The Senior Science Teacher in charge of laboratory facilities
(C) The Local Station House Officer representing law enforcement
(D) The Senior Treasury Head Constable supervising regional cash drops

98. If a grant received for setting up a computer laboratory remains partially unspent at the end of the specified period, what must be mentioned in the Utilization Certificate?
(A) Report the unspent balance to surrender or carry forward with sanction.
(B) The unspent amount should be falsely recorded as fully expended to prevent the loss of allocation.
(C) The unspent balance should be immediately distributed as direct performance cash incentives to staff.
(D) The remaining unspent balance should be intentionally omitted from the UC summary document entirely.

99. UCs submitted by non-governmental or aided institutions receiving government grants must generally be countersigned or certified by:
(A) The local political representative elected to the municipal council
(B) A designated panel consisting of three elected student council members
(C) A Chartered Accountant / Auditor and Grantee Management
(D) The postal delivery agent serving the regional educational sub-division

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commendation medal.
(D) The department will mandate compulsory daily financial reporting and cash reconciliation.

115. Surrender of funds process requires the DDO to submit a formal statement specifying:
(A) The comprehensive certified list of top-ranking academic students enrolled in the school
(B) The official minute book recording discussions from all monthly staff council meetings
(C) Anticipated savings and detailed reasons under each budget head
(D) The complete verified inventory of broken departmental furniture items scheduled to be auctioned

116. Which of the following is one of the most common audit objections raised by internal/ external auditors in school financial records?
(A) Spending departmental funds strictly in accordance with approved statutory financial sanctions
(B) Properly maintaining an updated stock register that is physically verified every single year
(C) Regularly reconciling all monthly institutional expenditure statements directly with the PAO
(D) Incurring expenditure without proper approval or financial sanction.

117. Splitting purchase orders into smaller values to keep them within the delegated financial power of the Principal and bypass higher sanctioning authority is known as:
(A) Economical Decentralized Procurement Framework
(B) Structured Batch Purchasing and Bulk Ordering
(C) Sanction Splitting / Circumvention of Powers (Audit Violation)
(D) Zero-Based Strategic Allocation Protocol

118. During an audit, the inspection team finds that computer hardware worth ₹5 Lakhs was purchased in March, paid for completely, but has been lying un-packed in boxes in a locked room for 10 months without being entered in the Asset Register or used. What audit objection will be framed?
(A) Standard capital asset utilization and operational deployment
(B) Unfruitful / Idle expenditure and non-maintenance of Asset Register
(C) Exemplary budgetary savings and prudent resource management
(D) Minor administrative oversight exempt from official audit reply

119. Purchasing items without following standard procurement procedures (e.g., ignoring GeM portal without valid exemption) leads directly to:
(A) Automatic administrative commendation and appreciation issued by the Finance Department
(B) Total and complete exemption of procured items from mandatory physical stock verification
(C) Retrospective doubling of the school's approved annual budget sanction allocation
(D) Audit objection regarding breach of procurement guidelines and propriety.

120. Which financial irregularity involves making payment to a contractor/supplier before goods are actually received or work is completed, without authorized advance payment terms?
(A) Premature / Advance payment in violation of GFR rules
(B) Statutory retention money adjustment and contractor escrow holding
(C) Valid performance guarantee utilization and bank guarantee invocation
(D) Capital asset depreciation booking under approved accounting standards

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121. Non-recovery of statutory tax deductions (such as TDS under Income Tax or GST TDS) from vendor bills by the DDO leads to:
(A) Receiving a commendation reward directly from the Income Tax department
(B) Immediate and automatic statutory cancellation of the commercial vendor license
(C) Personal financial liability of the DDO and an audit objection
(D) Unilateral and permanent closure of all operational school bank accounts

122. An audit objection categorized as a "Draft Audit Para" by the CAG audit team represents:
(A) A serious irregularity proposed for inclusion in the CAG Audit Report to the Legislature.
(B) A routine procedural query that is settled immediately on the spot by the dealing

107. Which of the following re-appropriation requests would be BLATANTLY IMPERMISSIBLE under standard financial rules?
(A) Transferring minor savings between operational sub-heads within the same Revenue grant
(B) Transferring funds between office contingency sub-items within approved delegated financial limits
(C) Moving savings from repair head to maintenance head within permissible delegated administrative limits
(D) Transferring "Salaries" savings to "Foreign Travel" without Finance Department sanction.

108. The authority to approve re-appropriation proposals depends directly on:
(A) The informal consensus and public recommendations of the local parent-teacher assembly
(B) The DFPR framework of the government
(C) The overall historical age, physical condition, and structural classification of the school building
(D) The commercial decisions and contractual conditions stipulated by external supply vendors

109. What is the mandatory rule regarding unspent budgetary allocations at the end of a financial year (31st March)?
(A) Unspent funds automatically carry forward into the subsequent financial year for the same institutional account.
(B) Unspent funds should be physically withdrawn in cash and deposited into a high-interest local private bank account.
(C) Unspent funds lapse on 31st March and must be surrendered to the government.
(D) Unspent funds must be distributed equally among teaching and non-teaching staff as annual performance incentives.

110. The formal surrender of anticipated savings in a school budget must be communicated to the Controlling Officer/Directorate:
(A) On or before 30th April following the commencement of the subsequent financial year
(B) Only after receiving a formal statutory audit objection slip issued by the CAG inspection team
(C) At any arbitrary time whenever the incumbent Principal decides to tender an official resignation
(D) Prior to year-end, within the timeline set by the Finance Department

111. Why is the timely surrender of unspent funds critical in public finance administration?
(A) It allows the re-allocation of funds to needy sectors before year-end.
(B) It directly increases the personal salary allowance and executive benefits payable to the DDO.
(C) It permanently prevents statutory external auditors from inspecting or reviewing school records.
(D) It automatically guarantees a double budget allocation sanction for the institution in the next year.

112. Holding back unspent budget funds until 31st March without surrendering them in time when it was clear they could not be spent is viewed as:
(A) Highly efficient and laudable institutional cash management
(B) Poor budgetary control resulting in un-surrendered lapse of funds
(C) Excellent administrative foresight and prudence by the Head of School
(D) A standard mandatory operational practice prescribed under GFR 2017 rules

113. What happens to funds that lapse on 31st March in a government school account?
(A) They revert to the Consolidated Fund of the Government.
(B) They are credited directly into the Principal's discretionary staff welfare account.
(C) They are permanently transferred to the registered school alumni association fund.
(D) They are immediately converted into physical institutional gold certificates by the PAO.

114. If a school surrenders a large portion of its allocated budget in consecutive years, what is the likely administrative outcome during subsequent budget reviews?
(A) Future budget allocations under those heads will be pruned or reduced.
(B) The school will receive an automatic administrative budget hike of 50% in the following year.
(C) The DDO will be rewarded with a prestigious national financial management

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100. Consider the following consequences of failing to submit Utilization Certificates in time for school grants:
I. Interruption in the flow of future scheme grants
II. Audit adverse entry and potential recovery proceedings
III. Mandatory imposition of penal interest on unutilized grant funds
IV. Automatic permanent cancellation of school recognition
Which of the above statements are correct?
(A) I, II, and III only
(B) I and IV only
(C) II and IV only
(D) I, II, III, and IV

101. What does "Re-appropriation of funds" mean in public budget management?
(A) Unilateral statutory withdrawal of money directly from personal student savings bank accounts
(B) Total emergency cancellation of the overall approved annual state budget by the State Governor
(C) Transferring savings between budget heads within the same grant
(D) Converting unspent capital infrastructure grants into long-term foreign currency reserve deposits

102. A Principal finds that after completing library book purchases, ₹30,000 remains unspent under "Library Books." However, the school urgently requires ₹28,000 under "Laboratory Chemicals" where funds are exhausted. Can the Principal re-appropriate funds directly on his/her own authority?
(A) Yes, because Drawing and Disbursing Officers hold unlimited statutory authority to re-allocate funds across heads.
(B) No, it requires formal sanction from the competent authority under delegated powers.
(C) Yes, provided the senior library assistant and departmental storekeeper give joint written permission.
(D) No, re-appropriation is considered strictly illegal under all administrative circumstances in public accounting.

103. Which of the following is a fundamental statutory restriction on Re-appropriation under General Financial Rules?
(A) Funds can be freely re-appropriated from Capital Heads to Revenue Heads without any formal administrative restrictions.
(B) Re-appropriation orders can be validly executed and passed even after the current financial year has officially ended.
(C) Re-appropriation is routinely permitted to transfer money from Voted legislative funds to Charged statutory expenditure.
(D) Funds cannot be re-appropriated for a New Service not in the original budget.

104. Is re-appropriation permissible from savings under a "Capital Head" to augment a "Revenue Head"?
(A) No, Capital to Revenue re-appropriation is generally impermissible without Finance Dept approval.
(B) Yes, with complete administrative freedom exercised at the sole personal discretion of the Head of School.
(C) Yes, provided the cumulative re-appropriated expenditure amount remains strictly less than ₹1 Lakh per year.
(D) Yes, provided the proposal receives formal written approval from the local School Management Committee President.

105. Re-appropriation orders must be formally passed and issued before:
(A) The conclusion and final closure of the next financial year
(B) The date when the statutory audit team visits the school two years later
(C) The expiry of the financial year (i.e., on or before 31st March)
(D) The official date of superannuation and retirement of the Principal

106. Re-appropriation of funds is primarily intended to provide financial flexibility to executive departments while ensuring:
(A) Total sanctioned grant limits are not exceeded
(B) Maintaining complete zero accountability for unspent annual budget balances across departments
(C) Ensuring that mandatory staff salary funds are diverted directly to private commercial contractors
(D) Ensuring that detailed annual budget estimates are never prepared or submitted in advance

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school clerk
(C) An informal feedback letter issued to classroom teachers regarding daily lesson plans
(D) A permanent statutory relaxation of standard financial rules granted to the institution

123. What is the standard procedure for a Head of School to settle an Audit Slip/Objection raised during an inspection?
(A) Completely ignoring the official audit query until the Principal reaches superannuation retirement
(B) Physical destruction of original voucher files and cash book records to prevent further review
(C) Paying the audited objection amount directly out of unutilized student sports fund balances
(D) Furnishing a parawise reply supported by authentic documentary proof and corrective action.

124. Who conducts the internal audit of government schools within a state or administrative region?
(A) Direct tax collection officers of the municipal corporation
(B) Directorate of Audit / Internal Audit Wing of the Finance Department
(C) Private accounting agencies independently hired by parent associations
(D) Overseas chartered accounting partnerships

125. The statutory authority mandated to conduct external audits of government school accounts and public expenditure is:
(A) The Central Board of Secondary Education
(B) The National Council of Educational Research and Training
(C) The Comptroller and Auditor General (CAG) of India
(D) The District Magistrate's legal cell

126. What is the fundamental difference in purpose between Internal Audit and External Audit?
(A) Internal audit is conducted exclusively by private commercial contractors; External audit is performed internally by senior school teachers.
(B) Internal audit evaluates student exam papers and academic performance; External audit evaluates daily teacher attendance registers.
(C) Internal audit possesses statutory powers to penalize staff directly; External audit only provides non-binding advisory suggestions.
(D) Internal audit checks operational compliance; External audit provides statutory evaluation for legislative accountability.

127. Internal Audit teams usually inspect school accounts to ensure:
(A) That administrative rules and accounting standards are strictly followed day-to-day.
(B) That all enrolled senior secondary students pass board examinations with high academic distinction
(C) That un-aided private school tuition fees are systematically increased on an annual basis
(D) That redundant school land and property assets are legally transferred to local NGOs

128. An audit conducted by the CAG's team after the close of the financial year to verify whether funds voted by Parliament/Legislative Assembly were spent for intended purposes is termed:
(A) Concurrent Internal Pre-audit Review
(B) Statutory External Audit / Post-Audit
(C) Preliminary Feasibility Assessment Audit
(D) Academic Curriculum and Pedagogy Audit

129. Audit paras raised by Internal Audit Wing (IAW) are reported to:
(A) The Supreme Court of India directly for judicial intervention and penal proceedings
(B) The Interpol Secretariat for international financial tracking and investigation
(C) The United Nations Educational Council global administrative monitoring cell
(D) The Head of Office / Department for administrative rectification.

130. Does the settlement of an Internal Audit objection automatically guarantee that CAG External Audit will not raise the same issue?
(A) No, CAG operates independently and can re-examine any record.
(B) Yes, CAG is statutorily prohibited from inspecting accounting records previously reviewed by Internal Audit.
(C) Yes, Internal Audit administrative decisions completely override CAG statutory audit authority.
(D) No, unless formal written approval for exemption is issued by the local bank branch manager.

131. In a government school, the Head of Institution usually functions as the Drawing and Disbursing

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Early budget finalization enables institutional heads to initiate necessary administrative sanctions, process tendering requirements, and complete procurement procedures in advance. As a result, educational materials and facilities are fully operational when the academic session begins.

9. (C) Specific object heads of expenditure, such as salaries and supplies
Line-item budgeting categorizes expenditure allocations according to standardized object heads, such as staff salaries, travel, utility charges, and office supplies. This accounting framework focuses on controlling input spending under discrete lines rather than measuring program outcomes. It provides central controlling authorities with clear control over permissible expenditure boundaries across administrative units.

10. (A) I and II only
Line-item budgeting focuses strictly on controlling physical inputs and ensuring compliance with approved spending limits for specified object heads. While it provides simplified tracking against budgeted amounts, it lacks operational flexibility, requiring formal administrative re-appropriation sanction to shift funds across object lines. Therefore, statements I and II correctly describe its defining operational features.

11. (D) It fails to evaluate the quality, efficiency, or educational impact of spending.
A primary structural limitation of line-item budgeting in educational institutions is its narrow focus on input compliance rather than output efficiency. While it tracks exact monetary expenditures under individual object heads, it provides no mechanisms for measuring educational effectiveness, instructional quality, or learning outcomes achieved through the deployment of public financial resources.

12. (B) Incremental Line-Item Budgeting
Incremental line-item budgeting relies on historical spending figures from previous financial cycles, adjusting allocations upward by a fixed percentage to cover inflation or minor expansions. This method avoids re-evaluating existing programs or questioning operational necessity, simply carrying forward previous line items with minor monetary increases regardless of changing institutional priorities or academic efficacy.

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13. (D) Simplifies accounting, compliance checking, and budgetary control
Administrative controlling authorities often prefer traditional line-item budgeting due to its operational simplicity and straightforward accounting mechanics. Categorizing expenses under specific object heads simplifies financial auditing, facilitates compliance monitoring, and enables straightforward verification of accounting records against statutory allocation limits, reducing administrative complexity across large organizational structures.

14. (A) “Office Expenses (OE) and Supplies”
In line-item budgeting frameworks, allocations are divided into explicit input categories termed object heads. “Office Expenses and Supplies” represents a standard object head covering administrative stationery, general consumables, and routine operational supplies. Unlike outcome-oriented targets, object heads focus strictly on the specific physical goods or services being purchased.

15. (A) Both A and R are true and R is the correct explanation of A
Line-item budgeting enforces strict compliance with ceiling limits defined under specific statutory object heads. Because spending is legally restricted to approved items, an institutional head cannot arbitrarily reallocate funds from lab equipment to library books. Formal re-appropriation approval from competent financial authorities is required to modify allocations between distinct spending lines.

16. (B) The linkage between financial inputs and operational outputs or results
Performance budgeting shifts management focus from inputs to operational outputs and programmatic results. Unlike traditional budgeting frameworks, it directly connects financial investments with quantifiable physical targets and performance metrics. This methodology allows administrators to evaluate whether allocated public funds produce expected educational outcomes and operational efficiencies across educational programs.

official travel expenses
(C) A specialized long-term loan facility provided directly to graduating students for higher education tuition fees
(D) An emergency sovereign reserve fund utilized exclusively during national crises or external warfare situations

139. How is a Permanent Advance / Imprest replenished in a school administrative office?
(A) By collecting mandatory monthly voluntary financial contributions from all employed school teachers
(B) By executing commercial lease agreements or selling portions of unutilized school playground land
(C) By levying statutory disciplinary cash fines on late-coming students during morning assembly
(D) By submitting recoupment vouchers to PAO to restore the fixed advance balance.

140. Which of the following expenses is appropriate to be met out of the Permanent Contingent Imprest?
(A) Acquisition and purchase of a brand new official administrative motor vehicle for the school campus
(B) Emergency plumbing items, urgent postal stamps, or minor repair charges
(C) Disbursement and payment of regular recurring monthly salaries to permanent teaching staff
(D) Capital expenditure for the construction of a new multi-story institutional auditorium

141. What is the primary record maintained to track daily receipts, disbursements, and running balance of the Permanent Advance/Imprest?
(A) Capital Asset Depreciation and Scrap Value Ledger
(B) Staff Service Book and Leave Entitlement Account
(C) Contingent Register / Imprest Account Cash Book
(D) Annual Examination Results and Merit Rank Register

142. What is the statutory rule regarding the mixing of Imprest Cash with general government receipts or student fee cash?
(A) Imprest cash must be merged into the general daily student fee collection box at the end of each working day.
(B) Imprest cash should be deposited directly into the personal savings bank account of the dealing Upper Division Clerk.
(C) Imprest cash can be legally lent to local private commercial businesses to generate short-term interest income.
(D) Imprest cash must be kept strictly separate from general cash receipts and student funds.

143. Who fixes the maximum monetary limit of Permanent Advance / Imprest sanctioned to a Head of School?
(A) The school sports coach and physical education department committee
(B) The local commercial bank branch clerk holding the school main savings account
(C) The elected student union president representing the student executive council
(D) The Competent Financial Authority / Finance Department based on administrative needs.

144. At the end of the financial year, or prior to transfer of a DDO, the Permanent Advance / Imprest account must be:
(A) Formally distributed as annual personal holiday gifts to non-teaching administrative office staff
(B) Officially written off in the institutional ledger as an unrecoverable bad debt allowance
(C) Transferred directly into an un-monitored private commercial bank current account
(D) Fully recouped, reconciled, and formally handed over or closed as per rules.

145. What is the standard period of a financial year in public financial administration?
(A) 1st January to 31st December of the current calendar year
(B) 1st April to 31st March of the following calendar year
(C) 1st July to 30th June of the succeeding academic term
(D) 1st October to 30th September of the next operational year

146. How does the financial year differ from the standard academic year in school administration?
(A) Financial Year runs April to March, while the Academic Year covers instructional sessions set by the education department.
(B) The Financial Year lasts exactly 6 months, whereas the Academic Year spans 24

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support co-curricular initiatives and student developmental activities without diverting funds allocated for formal academic or structural capital requirements.

45. (A) Both A and R are true and R is the correct explanation of A
Properly classifying expenditure between Capital and Revenue heads is crucial because Capital Expenditure creates durable long-term public assets, whereas Revenue Expenditure covers short-term operational expenses. Misclassifying these items violates public accounting frameworks and distorts financial reporting, resulting in adverse findings during official financial audits.

46. (D) Wages / Professional and Special Services
Disbursements made to guest teachers, visiting instructors, or external technical experts for conducting specialized sessions are booked under "Wages" or "Professional and Special Services." This object head accounts for short-term, non-regular operational service fees paid to external personnel rather than regular establishment salary payments.

47. (A) Revenue expenditure sustains daily operations; capital expenditure creates durable assets.
The fundamental accounting distinction between Revenue and Capital expenditure rests on asset creation and operational lifespan. Revenue expenditure funds daily institutional operations and continuous services without adding permanent physical value, whereas Capital expenditure acquires, constructs, or enhances durable physical assets with an operational life extending beyond a single financial year.

48. (C) Construction of a science lab block and server hardware acquisition
Constructing a permanent science laboratory building and acquiring server hardware constitute Capital Expenditure. These investments create durable long-term physical assets, enhance institutional infrastructure, and yield operational benefits across multiple financial years, distinguishing them from recurring short-term operational revenue expenditures like utilities or consumable supplies.

49. (B) Revenue Expenditure
Disbursements for regular staff salaries, annual library journal subscriptions, and routine building maintenance fall under Revenue Expenditure. These expenses represent recurring operational costs necessary for day-to-day administrative and educational functioning, fully consumed within the current financial period without creating permanent public assets or expanding capital infrastructure.

50. (A) I and II only
Capital receipts involve liabilities or asset reductions, whereas revenue receipts accrue without creating financial obligations or reducing public assets. Grants received specifically for constructing permanent institutional infrastructure are capital receipts because they fund long-term asset creation. Therefore, statements I and II accurately define these financial classifications.

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51. (C) Capital Expenditure (Machinery & Equipment)
Purchasing desktop computers to establish a permanent computer lab represents Capital Expenditure under "Machinery & Equipment." Computer hardware forms long-term functional physical infrastructure that provides multi-year educational utility, requiring accounting treatment as a capital asset acquisition rather than a short-term consumable revenue purchase.

52. (D) To comply with delegated financial powers for capital versus revenue heads
Distinguishing between Revenue and Capital expenditure is critical for an institutional head because financial sanction limits under Delegation of Financial Powers Rules differ between these categories. Operating within assigned monetary thresholds for capital acquisitions and revenue operations ensures administrative compliance and prevents unauthorized spending beyond delegated financial sanctioning powers.

53. (C) Revenue Expenditure
Annual maintenance contracts for institutional equipment, such as air conditioners and computers, are categorized as Revenue Expenditure. Contract payments cover ongoing operational servicing and repairs required to maintain equipment in working condition, constituting recurring operational upkeep without creating new assets or extending physical asset capacity.

ANSWERS

1. (B) A financial plan outlining estimated revenues and proposed expenditures for a specific operational period
A school budget serves as a foundational administrative instrument that systematically outlines anticipated revenues and planned expenditures over a defined financial period. From an administrative viewpoint, it enables school leaders to forecast fiscal resources, prioritize operational needs, ensure transparency, and guide institutional spending in alignment with established educational policy priorities and statutory requirements.

2. (A) To ensure alignment between academic objectives and available financial resources
In public school administration, an annual institutional budget primary functions as an operational mechanism connecting fiscal planning with pedagogy. Preparing the budget ensures that school goals, instructional projects, and curriculum enhancements receive adequate funding. This financial alignment maximizes resource efficiency, prevents wasteful spending, and directly supports student learning objectives within the framework of available public resources.

3. (C) Policy translation, operational planning, and resource allocation
School financial management views budgeting as a strategic policy instrument rather than a passive record-keeping routine. Through budgeting, institutional policies and educational goals are converted into actionable operational plans. Allocating resources effectively across academic and administrative departments ensures that planned educational activities receive necessary financial backing to achieve desired institutional targets within the established fiscal framework.

4. (D) Principle of Gross Budgeting
The principle of gross budgeting mandates that all expected receipts and estimated expenditures must be shown in full without offsetting expenses against income. In public financial accounting, this rule prevents administrative units from concealing costs or netting revenues, thereby maintaining complete financial transparency, facilitating parliamentary or legislative control, and ensuring comprehensive audit trails across all operational accounts.

5. (A) Both A and R are true and R is the correct explanation of A
School budgeting functions as an essential supervisory and evaluation instrument for institutional heads. By establishing precise physical and financial targets, the budget provides measurable benchmarks against which administrative performance and resource deployment are evaluated. Consequently, tracking operational execution against allocated funds allows administrators to assess institutional progress, ensure accountability, and take corrective measures when needed.

6. (B) Development-oriented budget planning
Linking budgetary planning directly to the Annual School Improvement Plan reflects development-oriented budget planning. This management approach ensures that financial allocations directly fund targeted institutional developments, infrastructure improvements, and learning enhancements. Aligning financial resources with strategic growth plans prevents ad-hoc spending and promotes structured, goal-driven institutional progress over the academic year.

7. (D) Lapse of allocated funds at year-end leading to unfulfilled academic targets
Flawed budget forecasting in government institutions frequently leads to delayed procurement and execution bottlenecks. When expenditure planning is inaccurate, allocated public funds remain unutilized and lapse at the conclusion of the financial year. Consequently, planned educational infrastructure projects and academic initiatives remain incomplete, directly compromising institutional targets and student learning environments.

8. (A) Administrative sanctions and procurement can be initiated before the session starts
Timely formulation of school budgets well before the financial year commences ensures administrative readiness for the upcoming session.

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continuous months across sessions.
(C) There is no functional difference; both terms are statutorily and legally identical in public finance law.
(D) The Financial Year is regulated by examination boards, whereas the Academic Year is governed by the central bank.

147. Under standard financial rules, why can an operational authorization/grant allotted for financial year 2023-24 NOT be utilized in April 2024 without fresh allotment?
(A) Commercial banks remain closed permanently during the entire month of April for annual account auditing.
(B) Statutory procurement prices of all commercial goods and services automatically double on 1st April.
(C) Grants expire automatically at midnight on 31st March under the Rule of Lapse.
(D) The financial sanctioning powers of all school DDOs expire every 12 months automatically without exception.

148. A vendor submits a bill on 28th March for lab consumables delivered in February. The Principal fails to process the bill before 31st March, and the budget allocation lapses. In May of the new financial year, how can this unpaid bill be cleared?
(A) The unpaid bill cannot be processed under any circumstances and must be permanently cancelled by the PAO
(B) The Principal must personally compensate and pay the vendor out of their own private savings account
(C) The supplying commercial vendor is required to resupply all the delivered goods free of cost in the new session
(D) Process as an Overdue Claim subject to special sanction and current year funds.

149. The financial concept known as the "Rule of Lapse" ensures that:
(A) All permanent school accounting records and ledgers are destroyed automatically after 1 year of completion
(B) All temporary teaching and non-teaching staff members automatically lose their jobs on 31st March every year
(C) Unspent grants for a financial year cannot be spent later without fresh sanction.
(D) All accumulated government debt liabilities and treasury bonds are completely wiped out every 3 years

150. In the annual public budget cycle, the period between January and March is primarily characterized by which administrative activities?
(A) Submitting initial preliminary five-year long-term strategic budget demands to the Finance Department
(B) Finalizing RE, budget vote, year-end closure, and surrendering unspent funds.
(C) Implementing a complete statutory freeze on all ongoing administrative work, procurement, and school admissions
(D) Mandatory external auditing of all student academic report cards and grade sheets by the Pay and Accounts Office

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17. (A) Remedial teaching hours completed relative to target learning gains
In school performance budgeting, key performance indicators measure the operational effectiveness and quantifiable results of specific educational programs. Measuring remedial teaching hours completed alongside target student learning gains establishes a direct link between input resources and measurable academic progress, fulfilling the fundamental requirements of performance-based management and educational evaluation.

18. (A) Defining work programs, targets, and quantifiable indicators
Establishing a performance budget for educational schemes requires structured formulation of work programs, physical targets, and measurable performance indicators. Setting clear operational goals enables administrators to monitor implementation progress, evaluate output quality, and determine whether financial resources deployed under the scheme achieve planned educational outcomes effectively and efficiently.

19. (C) "What educational outcomes were achieved with the allocated funds?"
Performance budgeting is structured to enhance administrative accountability by evaluating operational achievements relative to financial inputs. Rather than limiting scrutiny to accounting compliance or object-wise spending figures, it specifically addresses what qualitative and quantitative educational outcomes were realized through the deployment of budgeted funds during the operational cycle.

20. (A) I, II, and III only
Performance budgeting frameworks involve categorizing activities into distinct programs, defining quantifiable workloads, and integrating financial data with physical accomplishments. However, performance budgeting does not exempt institutions from statutory financial audits; full compliance with accounting and auditing regulations remains mandatory alongside performance evaluation. Thus, statements I, II, and III are correct.

21. (C) Difficulty in quantifying qualitative outcomes like character building
Implementing performance budgeting in educational institutions presents administrative challenges due to the qualitative nature of core educational goals. Key outcomes such as character formation, moral development, critical thinking, and social values are difficult to quantify into rigid performance indicators, complicating objective measurement and performance-based resource allocation in public schools.

22. (B) Assess whether activities achieved target goals relative to the budget
Within performance budgeting systems, program evaluation serves as a core diagnostic tool to determine whether executed activities achieved designated physical and educational targets relative to spent resources. This continuous assessment enables administrators to identify operational bottlenecks, measure scheme cost-effectiveness, and refine future resource allocation to maximize educational benefits.

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23. (D) Justified afresh from a zero base during every new budget cycle
Zero-Based Budgeting mandates that every programmatic expenditure must be completely justified from a zero base in each budget cycle. Rather than assuming current spending levels as given, managers must demonstrate the operational necessity, efficiency, and benefits of all ongoing and proposed activities to qualify for financial allocation.

24. (A) Decision Package
In Zero-Based Budgeting, the fundamental operational unit is the decision package. A decision package describes a specific organizational activity, details its costs, evaluates alternative execution methods, outlines physical targets, and highlights the consequences of non-funding. This structured document enables higher authorities to systematically compare and prioritize competing activities for funding.

25. (A) Both A and R are true and R is the correct explanation of A
Zero-Based Budgeting effectively eliminates redundant or inefficient educational programs because existing activities receive no automatic carryover funding. Every program must compete against new proposals by providing cost-benefit justifications. Consequently, activities that fail to demonstrate utility or alignment with current institutional goals lose financial backing, freeing resources for higher priorities.

Officer (DDO). What does the role of DDO primarily entail?
(A) Collecting local municipal property taxes and commercial land duties from neighboring residents
(B) Directly printing and issuing physical currency notes on behalf of the Reserve Bank of India
(C) Drawing and disbursing Treasury funds per rules while maintaining proper accounts.
(D) Managing commercial stock market investments and real estate funds for private entities

132. A Principal, acting as DDO, is presented with a bill by the storekeeper for lab equipment. The Principal notices that mandatory physical stock verification entries and receipt signatures are missing on the bill vouchers. What should the Principal do?
(A) Sign and pass the bill immediately to avoid administrative processing delays with vendors
(B) Pay 50% of the total bill amount in cash directly out of the Principal's personal pocket
(C) Completely discard the vendor bill and place fresh orders for laboratory equipment elsewhere
(D) Refuse to pass the bill until stock entries and verification are fully certified.

133. Under standard Delegation of Financial Powers Rules (DFPR), a Principal can exercise financial sanctioning powers only up to:
(A) Unlimited spending limits without requiring any departmental oversight or approval
(B) The total personal gross salary drawn by the incumbent Principal over an entire decade
(C) Monetary ceilings delegated to Heads of Schools by competent authority.
(D) Zero financial limits; every individual vendor bill must be sent to the Education Minister

134. What is the personal responsibility of the DDO regarding the accuracy of financial claims submitted to the Pay and Accounts Office (PAO)?
(A) The DDO has no financial responsibility whatsoever; the dealing assistant holds 100% full legal liability.
(B) The DDO is personally responsible for claim accuracy, validity, allocation, and vouchers.
(C) The DDO is held legally and financially responsible only if the submitted bill exceeds ₹1 Crore in value.
(D) Financial and legal liability rests entirely on the government bank teller processing the cash payment.

135. Can a Head of School delegate DDO signing authority to a junior non-teaching staff member on a permanent basis?
(A) Yes, complete permanent transfer of all financial and administrative DDO authority is actively encouraged.
(B) Yes, provided the junior non-teaching staff member possesses at least 20 years of administrative experience.
(C) No, DDO powers cannot be legally exercised by anyone except the District Collector or Divisional Magistrate.
(D) No, DDO powers can only be delegated temporarily during leave to a gazetted officer.

136. Principal's financial management duties include ensuring that Canon of Financial Propriety is observed. Which of the following is a primary requirement of Financial Propriety?
(A) Public money must be spent with the vigilance of a person of ordinary prudence spending their own money.
(B) Public money may be legitimately spent for the personal benefit of the sanctioning officer if approved by staff consensus.
(C) Departmental spending should be artificially maximized near year-end specifically to ensure zero surrender of funds.
(D) Standard financial rules and procedures can be freely bypassed if overall school academic results improve significantly.

137. Which register must be personally examined and signed daily/regularly by the DDO whenever financial transactions take place?
(A) Student Daily Attendance Register
(B) Library Book Borrow Register
(C) School Cash Book
(D) Teacher Lesson Plan Register

138. What is the fundamental concept of a "Contingent Fund / Imprest" in school administration?
(A) A fixed advance granted to meet petty operational expenses before drawing regular bills.
(B) A secret un-audited capital reserve fund held exclusively for the Principal's personal

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35. (A) Both A and R are true and R is the correct explanation of A
Consulting academic departments and school committees is essential during budget preparation because participative budgeting yields realistic resource estimates. Involving teaching staff ensures that specific instructional needs, laboratory requirements, and curriculum goals are reflected in financial plans, enhancing operational accuracy and fostering collective commitment to effective curriculum implementation.

36. (A) I → II → III → IV
The consolidation of a school budget follows a logical sequence. It begins with identifying departmental needs, followed by draft formulation of Budget Estimates by the Principal. The draft undergoes review and approval by local administrative or management bodies before final incorporation into the overarching regional budget of the Directorate of Education.

37. (C) Designated contingent budget heads and petty allocations
Providing for unforeseen operational expenses during budget preparation requires allocating funds to designated contingent budget heads and petty expense lines. Including structured contingent provisions ensures that sudden administrative needs or minor emergency repairs can be met legally without resorting to unauthorized fund diversions or compromising established financial accounting rules.

38. (B) Institutional estimates are consolidated in time for the State Budget presentation
A budget calendar issued by educational authorities establishes strict submission deadlines across administrative levels. Enforcing timeline limits ensures that individual school estimates are processed, verified, and consolidated regionally in time to be incorporated into the comprehensive State Budget presented to the legislature for statutory sanction before the financial year starts.

39. (D) The broad functional area of government activity, like General Education
In public accounting budget structures, the Major Head represents the highest structural level of functional classification. It identifies the major functional sector of government activity, such as General Education. Standardized Major Head codes allow central financial authorities to organize, track, and aggregate broad public spending across major sectors.

40. (A) I → II → III → IV
Public financial accounting follows a hierarchical tier structure from broad functional areas down to specific expense items. The hierarchy descends from Major Head (broad function), to Sub-Major Head (sub-function), Minor Head (specific program or scheme), and finally Object Head (nature of expenditure item, such as salaries or supplies).

41. (C) Office Expenses (OE) / Supplies and Materials
Routine operational expenses incurred for administrative consumables, such as printing paper, printer toner, desk furniture, and daily office supplies, are classified under the standard Object Head "Office Expenses / Supplies and Materials." This category captures non-capital spending required for daily administrative functioning of institutional offices.

42. (A) Minor Works / Maintenance and Repairs
Expenditure incurred on minor structural repairs, such as replacing window panes or repairing damaged floor tiles, is classified under "Minor Works / Maintenance and Repairs." These regular upkeep activities preserve existing physical infrastructure without creating new capital assets or expanding structural dimensions, qualifying as routine operational revenue maintenance.

43. (D) OE - Utility Charges / Office Expenses
Recurring payments for essential municipal services, including electricity and water consumption, are booked under the standard Object Head "Office Expenses - Utility Charges." Public financial rules mandate tracking operational utility payments under this dedicated sub-head to monitor routine resource consumption and ensure timely clearance of public utility liabilities.

44. (B) Designated Student Activity Funds or Contingency Heads
Expenses for conducting annual school sports, academic debates, and prize distribution events are funded through designated Student Activity Funds or operational Contingency Heads. These accounts are specifically established to

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26. (A) I → II → III → IV
The implementation sequence of Zero-Based Budgeting begins with identifying operational decision units. Next, management formulates detailed decision packages for each unit. These packages undergo systematic evaluation and ranking according to organizational priorities and cost-benefit analysis. Finally, resources are allocated based on the established ranking order, ensuring optimal utilization of funds.

27. (D) It demands substantial time, effort, and extensive documentation.
A primary practical limitation of annual Zero-Based Budgeting in public schools is the heavy administrative burden it creates. Requiring staff to justify every ongoing activity from scratch generates massive documentation and consumes significant time and energy, often straining administrative capacity and diverting focus from core educational duties during budget preparation.

28. (B) Zero-Based Budgeting
Requiring program coordinators to construct detailed justifications from scratch regarding goals, activities, costs, and projected outcomes represents Zero-Based Budgeting. Instead of granting routine percentage increases over past spending, this approach evaluates every activity on its individual merits from a baseline of zero, funding only those meeting cost-benefit standards.

29. (C) It assigns them low package priority, leading to budget cuts or total removal
Zero-Based Budgeting handles non-performing or low-priority programs through a systematic decision package ranking process. Programs offering marginal educational value receive low priority rankings during cost-benefit evaluation. As available funds are distributed top-down according to ranking order, low-ranked packages receive reduced allocations or are completely eliminated from the final budget.

30. (A) I and II only
Zero-Based Budgeting assumes a baseline of zero and requires full justification for all activities, whereas traditional incremental budgeting takes current spending as established and focuses on minor adjustments. However, both methods remain subject to statutory financial auditing. Therefore, statements I and II correctly highlight the core distinctions between these budgeting systems.

31. (A) Assessing institutional needs and gathering initial departmental estimates
The initial formal stage in annual school budget preparation involves assessing institutional requirements and collecting preliminary departmental estimates. School administrators gather projections from academic departments, facility managers, and support services regarding required teaching supplies, maintenance, equipment, and utilities, forming the raw empirical foundation for consolidating draft budget estimates.

32. (B) Head of Institution / Drawing and Disbursing Officer (DDO)
In government school financial management, the Head of Institution acting as Drawing and Disbursing Officer holds central responsibility for consolidating departmental requirements. The DDO reviews estimates, ensures compliance with financial guidelines, aligns spending requests with institutional development plans, and drafts the comprehensive preliminary Budget Estimates for submission to controlling authorities.

33. (B) Sanctioned and working strength, pay levels, and allowances
Formulating budget estimates for salary expenditure requires accurate calculation of staff establishment details. Projections must be based on approved sanctioned post strength, current working staff, applicable pay matrix scales, regular increments, and admissible statutory allowances. Relying on verified establishment records ensures precise financial provisioning for mandatory personal pay obligations.

34. (A) Historical usage trends, contractual commitments, and expected inflation
Estimating non-salary operational expenses requires analyzing historical consumption patterns, ongoing contractual obligations, and projected inflationary trends. School heads evaluate past expenditure records for utilities and supplies while accounting for operational changes to ensure that proposed non-salary allocations reflect realistic financial requirements for maintaining smooth daily administrative and academic operations.

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54. (B) It results in the creation of durable physical public assets.
Revenue expenditure is defined by its operational and recurring nature, being consumed entirely within the current financial accounting period. It covers utility bills, salaries, and office consumables necessary for daily operations. It does not create long-term durable physical public assets, which is the defining characteristic of capital expenditure.

55. (A) Both A and R are true and R is the correct explanation of A
The historical division into Plan and Non-Plan expenditure was officially replaced starting in the 2017-18 financial year. Removing this distinction aligned public financial accounting directly with standard Capital and Revenue classifications, eliminating arbitrary administrative divisions and streamlining budget formulation and financial management across government institutions.

56. (A) Expenditure on specific developmental schemes under Five-Year Plans
Under the legacy budgeting framework, Plan Expenditure specifically designated funds earmarked for new developmental initiatives, infrastructure projects, and target schemes formulated under ongoing Five-Year Plans. It represented focused developmental spending aimed at expanding institutional capacity and educational infrastructure, distinct from routine operational spending.

57. (C) Non-Plan Expenditure
Routine operational maintenance of school facilities and regular salary payments for permanent staff historically fell under Non-Plan Expenditure. This category accounted for baseline operational costs required to maintain existing public service infrastructure and ongoing administrative commitments established during previous planning cycles.

58. (A) Non-Plan Expenditure
Under the legacy financial classification system, grants designated as "Establishment and Maintenance Grants" were categorized as Non-Plan Expenditure. These funds supported recurring operational overheads, baseline staff salaries, and routine physical maintenance, covering basic operational requirements rather than new developmental scheme projects.

59. (D) Revenue versus Capital, alongside Scheme versus Non-Scheme heads
Modern public budget accounting classifies educational expenditures primarily along two dimensions: Revenue versus Capital expenditure, and Scheme versus Non-Scheme heads. This standardized accounting framework provides clearer visibility into operational spending, asset formation, and scheme-specific resource deployment, replacing older legacy classifications.

60. (A) I, II, and IV only
Under the historical budgeting framework, Plan expenditure funded new Five-Year Plan development schemes managed by the Planning Commission, while Non-Plan expenditure covered baseline operational and maintenance expenses. Non-Plan spending was essential for regular administrative operations, not non-essential spending. Thus, statements I, II, and IV are correct.

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61. (A) Historical records and statutory registers reference these terms.
Understanding the historical Plan versus Non-Plan distinction remains relevant for school administrators because legacy financial records, older asset registers, and historical statutory audit documents frequently reference these terms. Familiarity with legacy classifications enables institutional heads to interpret historical financial files correctly during audits or retrospective reviews.

62. (D) Preliminary projected receipts and expenditure for the next year
In public financial management, "Budget Estimates" represents the initial, formal statement of projected receipts and estimated operational expenditures prepared for the upcoming financial year. These projections reflect anticipated institutional financial requirements based on policy objectives, operational trends, and establishment needs prior to legislative approval.

63. (A) Revised Estimates and current year actual spending trends
When formulating Budget Estimates for the upcoming financial year, a Drawing and Disbursing Officer uses current Revised Estimates and actual spending performance as the operational foundation. Analyzing ongoing expenditure patterns and mid-year requirements

audit objections. DDOs are legally mandated to deduct applicable statutory taxes at source before disbursing public payments.

122. (A) A serious irregularity proposed for inclusion in the CAG Audit Report to the Legislature.
A "Draft Audit Para" issued by Comptroller and Auditor General audit teams represents a serious financial or procedural irregularity proposed for inclusion in the official CAG Audit Report submitted to the Legislature. It demands urgent high-level administrative attention, detailed explanation, and prompt corrective action by the department.

123. (D) Furnishing a parawise reply supported by authentic documentary proof and corrective action.
To settle an official Audit Slip or objection, the institutional head must prepare a detailed parawise reply supported by authentic documentary evidence and proof of corrective measures taken. Submitting verified documentation addressing the audit query enables internal or external audit authorities to review and formally drop the objection.

124. (B) Directorate of Audit / Internal Audit Wing of the Finance Department
Internal audits of government schools are conducted by the Directorate of Audit or the Internal Audit Wing of the state Finance Department. This specialized internal body examines accounting records, compliance with financial rules, and operational procedural adherence to identify and rectify accounting defects before external statutory audits.

125. (C) The Comptroller and Auditor General (CAG) of India
The Comptroller and Auditor General of India is the constitutional authority mandated to conduct external audits of public institutions and government school expenditures. CAG audits verify whether public funds voted by the legislature were spent legally, efficiently, and for designated public purposes, ensuring legislative accountability.

126. (D) Internal audit checks operational compliance; External audit provides statutory evaluation for legislative accountability.
Internal audit focuses on continuous operational evaluation, verifying daily compliance with accounting rules and correcting procedural deficiencies within executive control. Conversely, external audit, performed by constitutional authorities like the CAG, provides independent statutory evaluation of public spending to ensure financial integrity and parliamentary accountability.

127. (A) That administrative rules and accounting standards are strictly followed day-to-day.
Internal Audit teams inspect school accounting records to verify that financial regulations, accounting standards, and administrative procedures are strictly followed in daily operations. This operational verification detects procedural mistakes, prevents financial irregularities, and ensures proper maintenance of cash books and expenditure registers across departments.

128. (B) Statutory External Audit / Post-Audit
An audit conducted by Comptroller and Auditor General teams following the financial year's end to verify whether legislative appropriations were spent for intended purposes is termed a Statutory External Audit or Post-Audit. It provides independent evaluation of financial management and legislative compliance across government entities.

129. (D) The Head of Office / Department for administrative rectification.
Audit paragraphs formulated by the Internal Audit Wing are reported directly to the Head of Office or Departmental Head. Communicating internal audit findings internally allows administrative leadership to implement prompt corrective actions, rectify accounting flaws, recover overpayments, and improve internal financial controls before external statutory audits.

130. (A) No, CAG operates independently and can re-examine any record.
Settling an Internal Audit objection does not prevent the Comptroller and Auditor General from re-examining the same accounting records during external audit. CAG functions as an independent constitutional body with full authority to audit any financial transaction, irrespective of prior internal audit reviews or administrative clearances.

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73. (C) No, spending beyond voted provisions requires Supplementary Grants passed by the legislature.
Approval of a Revised Estimate does not grant legal authority to spend beyond voted budget allocations. Under constitutional financial controls, incurring expenditure exceeding the original voted appropriation legally requires Supplementary Grants passed by the legislature, as RE figures serve only for administrative planning and mid-year budget re-alignments.

74. (A) The Budget Estimates (BE) for the upcoming financial year
Revised Estimates for the ongoing financial year are prepared and submitted concurrently with Budget Estimates for the upcoming financial year. Combining these submissions allows financial authorities to evaluate mid-year performance alongside future projections, ensuring consistent financial planning and accurate baseline calculations across budget cycles.

75. (A) Both A and R are true and R is the correct explanation of A
Revised Estimates function as an effective financial monitoring tool for controlling officers. By analyzing mid-year expenditure trends, authorities can identify unutilized allocations in lagging programs and reallocate funds to institutions experiencing genuine operational shortfalls, ensuring optimal utilization of overall departmental grants before the year ends.

76. (B) Reduce the school's RE allocation and reallocate surplus funds elsewhere
If a school spends only a small fraction of its allocated budget during the first six months, the Controlling Officer will reduce its Revised Estimate allocation. Reallocating anticipated surplus funds to other institutions with pressing operational needs prevents public funds from remaining locked up unutilized until year-end.

77. (C) School (DDO) → District Office → Directorate HQ → Finance Department
The administrative path for submitting government school budget estimates ascends hierarchically from the individual school Drawing and Disbursing Officer to the District Education Office, progressing to Directorate Headquarters for consolidation, and ultimately reaching the state Finance Department for inclusion in the overall state budget presentation.

78. (D) Consolidating and scrutinizing budget proposals before forwarding to Directorate HQ
In the budget approval hierarchy, District Education Officers and Regional Directors act as intermediate controlling authorities. They review, verify, and consolidate individual school budget estimates across their administrative jurisdiction, ensuring proposals comply with departmental guidelines and statutory requirements before forwarding consolidated district estimates to Directorate Headquarters.

79. (A) Direct cash drop by courier from the Treasury
In administrative financial distribution frameworks, budget allocations are officially conveyed to drawing and disbursing officers through established treasury distribution systems. Direct official cash drops or allocation transfers from the treasury make funds available for institutional spending. This procedure ensures formal authorization, maintains centralized financial control, and establishes explicit audit records for public funds.

80. (A) I → II → III → IV
The public school budget process follows a linear sequence: initial drafting of estimates by the institutional head, review and consolidation at district and directorate levels, legislative vote and passage in the state budget, and finally formal allotment of spending limits to drawing and disbursing officers through the budget system.

81. (B) The Director of Education / Grant Sanctioning Authority
In government-aided private schools, budget estimates for calculating grant-in-aid entitlements are submitted directly to the Director of Education or designated Grant Sanctioning Authority. This authority verifies expenditure estimates against statutory grant-in-aid rules and student strength to determine permissible maintenance and salary grant allocations.

82. (A) It is an unauthorized financial irregularity causing audit objections and DDO liability.
Incurring expenditure beyond the approved budget allotment without obtaining formal re-appropriation or additional grant sanction constitutes an unauthorized financial irregularity. Public financial management rules strictly prohibit spending past allocated limits, holding the Drawing and Disbursing Officer personally

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141. (C) Contingent Register / Imprest Account Cash Book
Tracking daily receipts, petty disbursements, and running cash balances of a permanent advance requires maintaining a dedicated Contingent Register or Imprest Account Cash Book. This accounting record logs every petty transaction sequentially, ensuring immediate verification of remaining cash against physical balances and simplifying periodic recoupment voucher preparation.

142. (D) Imprest cash must be kept strictly separate from general cash receipts and student funds.
Financial accounting regulations strictly mandate that Imprest cash must be kept completely separate from general government receipts, student fee collections, or private activity funds. Commingling imprest cash with routine daily collections distorts accounting ledgers, obscures running balances, and constitutes a serious violation of public cash management rules.

143. (D) The Competent Financial Authority / Finance Department based on administrative needs.
The maximum monetary ceiling of a Permanent Advance or Imprest assigned to an institutional head is fixed by the Competent Financial Authority or state Finance Department. The limit is determined based on verified administrative needs, operational transaction volume, and geographical accessibility to treasury offices.

144. (D) Fully recouped, reconciled, and formally handed over or closed as per rules.
At the end of the financial year or when a Drawing and Disbursing Officer transfers out, the Permanent Advance account must be fully recouped, reconciled against vouchers, and formally handed over to the incoming officer or closed according to rules, ensuring clear accountability and zero unexplained cash shortages.

145. (B) 1st April to 31st March of the following calendar year
In public financial administration, the standard financial year spans twelve consecutive months beginning on April 1st and concluding on March 31st of the following calendar year. All parliamentary appropriations, budget allocations, government revenue accounting, and statutory annual financial reporting operate strictly within this standard accounting cycle.

146. (A) Financial Year runs April to March, while the Academic Year covers instructional sessions set by the education department.
The financial year and academic year serve distinct operational purposes in school administration. The Financial Year runs strictly from April 1st to March 31st for accounting and public budget management. In contrast, the Academic Year defines instructional terms and session schedules set independently by educational authorities.

147. (C) Grants expire automatically at midnight on 31st March under the Rule of Lapse.
A budget grant allotted for a specific financial year cannot be utilized in April of the next cycle without fresh allocation because public grants expire automatically at midnight on March 31st under the Rule of Lapse. Unutilized funds revert to the government, requiring renewed budget authorization to incur expenditure.

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148. (D) Process as an Overdue Claim subject to special sanction and current year funds.
When a valid vendor bill remains unpaid before March 31st and its budget allocation lapses, clearing the payment in the new financial year requires processing it as an Overdue Claim. Settlement depends on obtaining special administrative sanction from competent authorities and meeting the cost from current year budget allocations.

149. (C) Unspent grants for a financial year cannot be spent later without fresh sanction.
The financial principle known as the "Rule of Lapse" dictates that unspent budget grants allocated for a financial year automatically expire on March 31st. Lapsed funds cannot be drawn or expended in a subsequent financial year without obtaining fresh legislative appropriation and formal budget allotment from controlling authorities.

150. (B) Finalizing RE, budget vote, year-end closure, and surrendering unspent funds.
The final quarter of the public budget cycle (January to March) involves critical financial closing activities. School administrators finalize Revised Estimates, adjust spending velocity, process year-end disbursements, surrender anticipated unspent funds before March 31st,

Expenditure Statement to the Controlling Officer. This administrative return details total budget allotment, progressive expenditure incurred to date, and remaining available balance, enabling higher authorities to monitor departmental spending velocity and manage re-allocations.

93. (C) A declaration certifying a grant was used for its sanctioned purpose
A Utilization Certificate is a formal financial declaration submitted by a grantee institution certifying that public grant funds were expended strictly for the specific purpose and conditions outlined in the sanction order. It serves as an essential accountability document in public financial management verifying proper grant deployment.

94. (D) 12 months of the closure of the financial year
Under General Financial Rules 2017, Utilization Certificates for general grants-in-aid released during a financial year must be submitted within twelve months following the close of that financial year. Timely submission ensures accounting compliance, verifies proper fund utilization, and permits the smooth release of subsequent financial installments.

95. (A) Both A and R are true and R is the correct explanation of A
Failing to submit Utilization Certificates for previous grants blocks the release of subsequent grant installments. UCs provide essential financial accountability by verifying that public funds were expended according to sanctioned terms. Without certified proof of proper utilization, funding authorities withhold further disbursements to safeguard public financial resources.

96. (B) Form GFR 12-A
Under General Financial Rules 2017, Form GFR 12-A is the standardized format prescribed for submitting Utilization Certificates for general grants-in-aid. The form requires grantee institutions to disclose total grant receipts, actual expenditure incurred, unspent balances, and official certification confirming compliance with sanctioned terms and conditions.

97. (A) The Head of Institution / Authorized Grantee Manager/Secretary
The Head of Institution or designated Grantee Manager holds primary administrative responsibility for executing and submitting Utilization Certificates for grants received by aided or autonomous educational bodies. As the authorized signatory, the institutional head certifies that financial grants were deployed exclusively for their designated educational purposes.

98. (A) Report the unspent balance to surrender or carry forward with sanction.
When grant funds remain partially unspent at the conclusion of the specified period, the Utilization Certificate must explicitly report the exact unspent balance. The institution must either surrender the unutilized funds to the government or seek formal administrative sanction from the granting authority to carry forward the balance.

99. (C) A Chartered Accountant / Auditor and Grantee Management
Utilization Certificates submitted by non-governmental or aided educational institutions receiving public grants must be formally certified by a Chartered Accountant or approved auditor alongside grantee management. External professional certification ensures independent verification of accounts, confirming that claimed expenditures match audited financial records and grant conditions.

100. (A) I, II, and III only
Delaying or failing to submit Utilization Certificates leads to serious consequences, including stopping future grant installments, triggering adverse audit findings with recovery proceedings, and imposing penal interest on unutilized funds. Automatic permanent cancellation of school recognition is not a standard financial consequence. Thus, statements I, II, and III are correct.

101. (C) Transferring savings between budget heads within the same grant
In public budget management, Re-appropriation refers to the formal transfer of saved funds from one budget head to another within the same overall legislative grant. This administrative mechanism provides financial flexibility to reallocate unutilized balances to areas facing

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provides empirical baseline data necessary for projecting realistic financial requirements for the next cycle.

64. (C) Online budget portals or Zonal and District administrative channels
Budget Estimates prepared by individual public schools are submitted to the Directorate of Education through official administrative channels, including designated online financial portals like e-Budget or BAMS, alongside Zonal and District education offices. These formal channels allow hierarchical review, aggregation, and systematic processing before regional budget finalization.

65. (A) Both A and R are true and R is the correct explanation of A
Budget Estimates must be based on realistic operational projections rather than inflated over-estimates. Systematically over-pitching budget requests locks up scarce public funds in artificial allocations, preventing resources from being allocated to genuine priorities elsewhere and inevitably causing massive unspent fund surrenders at year-end.

66. (A) Inflation trends, enrollment growth, and contractual increases
Formulating realistic Budget Estimates for office contingencies requires evaluating macroeconomic inflation trends, student enrollment growth, and ongoing vendor contract escalations. Factoring in these elements ensures that operational allocations for electricity, water, paper, and routine supplies match actual market prices and anticipated consumption demands.

67. (C) Fully provided for based on sanctioned salary for the entire year
Under government budgeting rules, if a newly created teaching post remains unfilled during the current year, full financial provision for the post must still be included in the Budget Estimates for the next financial year. Provisioning based on sanctioned post strength ensures funds are available upon appointment.

68. (D) September–October of the preceding financial year
Educational institutions typically prepare and submit their draft Budget Estimates for the upcoming financial year around September or October of the preceding financial year. This advance timeline allows higher departmental authorities, the Finance Department, and the legislature sufficient time to consolidate, review, and approve the state budget.

69. (C) Intentionally underestimating utility costs to artificially shrink the draft budget
Intentionally underestimating essential operational expenses, such as utility charges, is improper during budget formulation. Artificial budget compression creates severe mid-year financial shortfalls, leading to unpaid utility bills or emergency fund diversions. Budget projections must reflect realistic consumption demands based on verifiable historical data and current tariff rates.

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70. (A) I and II only
Revised Estimates represent a mid-year re-evaluation of financial requirements based on actual expenditure performance during initial months, replacing original Budget Estimates. However, Revised Estimates do not grant legal spending authority, which requires legislative appropriation. Therefore, statements I and II correctly describe the function of Revised Estimates.

71. (D) Re-align allocations based on mid-year spending and remaining needs
Revised Estimates are formulated mid-year to re-align budgetary allocations with actual spending trends and anticipated needs for the remaining months. This operational adjustment enables controlling officers to reallocate funds between slow-spending and high-demand heads, ensuring efficient deployment of public funds before the financial year closes.

72. (A) Propose an RE upward adjustment in Utilities while surrendering Office Supplies surplus
When anticipating an operational shortfall in utility funds alongside a surplus in office supplies, the institutional head should propose a Revised Estimate upward adjustment for utility charges while surrendering surplus supply funds. This formal re-alignment ensures financial requirements are accurately matched before final budget allocations are finalized.

public funds and preventing financial resources from remaining locked uselessly until lapse.

112. (B) Poor budgetary control resulting in un-surrendered lapse of funds
Retaining unspent budget allocations until March 31st without surrendering them in a timely manner constitutes poor budgetary management. Holding unneeded funds prevents their reallocation to active institutional needs, resulting in avoidable fund lapses and drawing negative comments during official financial and performance audits.

113. (A) They revert to the Consolidated Fund of the Government.
Funds that remain unspent and lapse on March 31st in a government school account automatically revert to the Consolidated Fund of the Government under statutory rules. Once lapsed, these funds cannot be drawn or spent without fresh legislative appropriation and formal budget allotment in a subsequent financial year.

114. (A) Future budget allocations under those heads will be pruned or reduced.
If a school repeatedly surrenders substantial portions of its budget allocation over consecutive financial years, controlling authorities will prune future budget requests under those heads. Persistent under-utilization demonstrates inflated demand forecasting, prompting financial managers to align future budget allocations with actual historical spending capacity.

115. (C) Anticipated savings and detailed reasons under each budget head
The formal fund surrender process requires the Drawing and Disbursing Officer to submit a statement detailing anticipated savings under each specific budget head along with clear administrative explanations for the non-utilization. Providing explicit justifications helps controlling authorities evaluate spending performance and adjust subsequent budgetary allocations.

116. (D) Incurring expenditure without proper approval or financial sanction.
Incurring expenditure without obtaining required administrative approval or financial sanction from competent authorities is a common audit objection in school accounts. Public financial rules mandate that every monetary disbursement must be backed by valid financial sanction, and unapproved spending represents a breach of fiscal discipline.

117. (C) Sanction Splitting / Circumvention of Powers (Audit Violation)
Splitting large procurement purchase orders into smaller monetary values to remain within local financial powers and bypass higher sanctioning authorities is termed "sanction splitting." This practice violates General Financial Rules and constitutes a serious audit irregularity involving deliberate circumvention of statutory financial powers.

118. (B) Unfruitful / Idle expenditure and non-maintenance of Asset Register
Purchasing expensive computer hardware that remains unpacked and unutilized for months without entry into asset registers triggers audit objections for unfruitful or idle expenditure. Auditors object to public funds being locked up in un-deployed equipment alongside non-compliance with mandatory stock entry and asset tracking procedures.

119. (D) Audit objection regarding breach of procurement guidelines and propriety.
Procuring goods and services without following mandatory public procurement procedures, such as ignoring the Government e-Marketplace portal without valid exemption, leads directly to audit objections. Bypassing mandatory procurement frameworks breaches financial propriety and public transparency regulations, subjecting the purchasing authority to administrative scrutiny.

120. (A) Premature / Advance payment in violation of GFR rules
Disbursing full payment to a supplier or contractor before goods are physically received or work is completed, without specific contractual or statutory advance payment terms, constitutes premature advance payment. This practice violates General Financial Rules, exposes public funds to financial risk, and draws immediate audit objections.

121. (C) Personal financial liability of the DDO and an audit objection
Failing to deduct statutory tax liabilities, such as Income Tax TDS or GST TDS, from supplier bills exposes the Drawing and Disbursing Officer to personal financial liability and severe

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liable and triggering serious objections during official financial audits.

83. (C) BAMS / PFMS (Budget Estimation, Allocation & Monitoring System)
Public sector budget management relies on centralized digital financial portals such as BAMS (Budget Estimation, Allocation & Monitoring System) and PFMS. These automated management systems enable real-time budget allocation, processing of re-appropriation requests, tracking of progressive expenditure, and continuous monitoring of fund balances across drawing officers.

84. (D) The budget is voted and formal Allotment of Funds is issued by the Controlling Officer
Including an item in draft Budget Estimates does not grant spending authority to an institutional head. Incurring expenditure legally requires the budget to be voted by the legislature and formal Allotment of Funds to be issued by the Controlling Officer, granting specific financial authorization to draw funds.

85. (A) Both A and R are true and R is the correct explanation of A
Maintaining and verifying the Expenditure Control Register is a primary administrative responsibility of the Drawing and Disbursing Officer. Tracking running expenditure against allocated funds ensures continuous budgetary control, preventing accidental over-spending beyond sanctioned limits while helping administrators identify potential savings for timely surrender before year-end.

86. (B) To ensure school cash book entries match PAO accounts exactly
Reconciliation of departmental expenditure figures conducted by a school DDO with the Pay and Accounts Office ensures that institutional cash book entries match treasury accounting records. Regular reconciliation detects booking errors, prevents fraudulent disbursements, and guarantees accurate financial reporting between the school and central accounting authorities.

87. (D) Monthly
Financial rules mandate that Drawing and Disbursing Officers perform expenditure reconciliation with their corresponding Pay and Accounts Office on a monthly basis. Regular monthly reconciliation ensures prompt identification and correction of accounting discrepancies, misclassifications, or missing voucher entries, maintaining accurate and up-to-date financial accounts throughout the year.

88. (A) Review needs with teachers and expedite GFR-compliant procurement
When expenditure monitoring reveals low budget utilization under laboratory heads near year-end, the institutional head should review requirements with science faculty and expedite procurement following General Financial Rules. Promptly initiating compliant purchasing ensures required educational supplies are acquired, academic targets are met, and allocated funds are fully utilized.

89. (C) Year-end rush of expenditure breaches financial propriety and must be avoided.
General Financial Rules strictly prohibit a rush of expenditure in the closing month of the financial year. Concentrating purchases in March to avoid fund lapses breaches canons of financial propriety, frequently leads to hasty, non-compliant procurement, and represents poor budgetary control that attracts severe audit objections.

90. (A) I, II, and III only
Direct tools for budgetary financial control include the Expenditure Control Register, Monthly PAO Reconciliation Statements, and the Allotment Register. These records track fund allocations, progressive spending, and accounting agreement. Student fee receipt books handle revenue collection rather than monitoring budgetary expenditure. Thus, statements I, II, and III are correct.

91. (D) Request additional funds through Revised Estimates or formal Re-appropriation
When expenditure tracking indicates an impending shortfall under a mandatory operational head like utilities, the Drawing and Disbursing Officer must formally request additional allocations through Revised Estimates or seek formal Re-appropriation. Taking timely administrative steps ensures financial cover without resorting to unauthorized fund diversions or bill defaults.

92. (B) Monthly Expenditure Statement / Return
To demonstrate budgetary control, the Drawing and Disbursing Officer submits a Monthly

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131. (C) Drawing and disbursing Treasury funds per rules while maintaining proper accounts.
As Drawing and Disbursing Officer, the Head of Institution is authorized to draw public funds from the Treasury and disburse them according to established financial rules. The DDO bears direct responsibility for maintaining official cash books, verifying expenditure vouchers, ensuring financial accuracy, and upholding fiscal discipline within the institution.

132. (D) Refuse to pass the bill until stock entries and verification are fully certified.
When presented with a vendor bill lacking mandatory stock entry certifications, the Drawing and Disbursing Officer must withhold bill approval until goods are physically verified and entered into stock registers. Financial rules require explicit certification of receipt and physical inspection on vouchers before public disbursements can be legally made.

133. (C) Monetary ceilings delegated to Heads of Schools by competent authority.
Under Delegation of Financial Powers Rules, a school principal can exercise financial sanctioning authority only up to specific monetary limits defined by competent authorities. Expenditure exceeding these delegated monetary ceilings requires formal financial sanction from higher administrative authorities, such as District or Directorate officers.

134. (B) The DDO is personally responsible for claim accuracy, validity, allocation, and vouchers.
The Drawing and Disbursing Officer holds personal responsibility for the accuracy, legality, budget allocation, and voucher completeness of all financial claims submitted to the Pay and Accounts Office. Even if subordinate staff prepare bill documentation, legal liability for improper or unauthorized disbursements rests squarely on the DDO.

135. (D) No, DDO powers can only be delegated temporarily during leave to a gazetted officer.
Drawing and Disbursing Officer powers cannot be permanently delegated to junior non-teaching personnel. Financial rules allow DDO authority to be delegated only temporarily during periods of leave or absence, and exclusively to a gazetted officer, ensuring that public financial disbursements remain under qualified administrative supervision.

136. (A) Public money must be spent with the vigilance of a person of ordinary prudence spending their own money.
A primary requirement of the Canon of Financial Propriety is that every public officer must exercise the same vigilance and care when spending public money as a person of ordinary prudence would exercise when spending personal funds. Public financial resources must never be used for indirect personal benefit or wasteful expenditure.

137. (C) School Cash Book
The Drawing and Disbursing Officer must personally examine, reconcile, and sign the School Cash Book on a daily or regular basis whenever financial transactions occur. Verifying cash book entries against daily receipts and vouchers ensures accounting accuracy, prevents cash misappropriation, and maintains an up-to-date record of public money.

138. (A) A fixed advance granted to meet petty operational expenses before drawing regular bills.
A Permanent Advance or Imprest is a fixed sum granted to an institutional head to meet minor, urgent daily operational expenses without drawing separate bills from the Treasury each time. It provides immediate liquidity for small disbursements, which are subsequently recouped by submitting regular expenditure vouchers to the PAO.

139. (D) By submitting recoupment vouchers to PAO to restore the fixed advance balance.
A Permanent Advance or Imprest is replenished by submitting detailed recoupment bills supported by verified expenditure vouchers to the Pay and Accounts Office. Once the PAO processes and approves the recoupment bill, the disbursed funds are reimbursed to the school account, restoring the imprest to its fixed sanctioned amount.

140. (B) Emergency plumbing items, urgent postal stamps, or minor repair charges
The Permanent Contingent Imprest is designed for small, urgent operational expenses that require immediate cash payment, such as minor plumbing repairs, emergency postal stamps, or small office supplies. It is not intended for large capital acquisitions or recurring establishment costs like staff salary payments.

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shortfalls without exceeding the total approved parliamentary appropriation.

102. (B) No, it requires formal sanction from the competent authority under delegated powers.
An institutional head cannot re-appropriate funds across budget heads on personal authority. Transferring savings from library books to laboratory chemicals requires formal sanction from the competent authority specified under Delegation of Financial Powers Rules, ensuring that budget adjustments comply with statutory limitations and administrative oversight.

103. (D) Funds cannot be re-appropriated for a New Service not in the original budget.
A statutory restriction on Re-appropriation under General Financial Rules prohibits transferring funds to finance a "New Service" not contemplated in the originally approved budget. Funding entirely new schemes or services requires explicit legislative approval through Supplementary Demands rather than executive re-appropriation order.

104. (A) No, Capital to Revenue re-appropriation is generally impermissible without Finance Dept approval.
Re-appropriating savings from a Capital Head to augment a Revenue Head is generally impermissible without explicit approval from the Finance Department. Public financial rules restrict transferring capital asset funds into routine operational revenue accounts to preserve capital formation and enforce strict legislative control over public investment.

105. (C) The expiry of the financial year (i.e., on or before 31st March)
Formal re-appropriation orders must be executed and officially issued before the conclusion of the financial year on March 31st. Once the financial year expires, all unspent budget allocations lapse, making subsequent transfers legally invalid and rendering post-year-end financial re-appropriation impossible under standard accounting rules.

106. (A) Total sanctioned grant limits are not exceeded
Re-appropriation provides executive departments with operational flexibility to cover unexpected shortfalls by utilizing savings from other heads. However, this flexibility operates under the strict financial condition that the total overall grant limit approved by the legislature is never exceeded, maintaining legislative supremacy over public spending.

107. (D) Transferring "Salaries" savings to "Foreign Travel" without Finance Department sanction.
Transferring salary savings to fund foreign travel without explicit Finance Department concurrence is strictly impermissible under financial rules. Salary allocations are provided for personal establishment costs, and diverting salary savings to discretionary operational heads like travel violates public financial regulations and delegation limits.

108. (B) The DFPR framework of the government
The authority to approve re-appropriation proposals is governed directly by the Delegation of Financial Powers Rules framework. DFPR defines the specific financial thresholds, conditions, and administrative levels empowered to sanction fund transfers between budget heads, ensuring structured fiscal oversight across governmental departments.

109. (C) Unspent funds lapse on 31st March and must be surrendered to the government.
Public financial rules mandate that unspent budgetary allocations automatically lapse at the close of the financial year on March 31st under the Rule of Lapse. Unutilized balances cannot be retained or automatically carried forward, requiring formal surrender to the government treasury at year-end.

110. (D) Prior to year-end, within the timeline set by the Finance Department
The formal surrender of anticipated budget savings must be communicated to controlling authorities prior to the close of the financial year, within timelines established by the Finance Department. Prompt notification enables higher authorities to reallocate unutilized funds to needy sectors before allocations lapse on March 31st.

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111. (A) It allows the re-allocation of funds to needy sectors before year-end.
Timely surrender of unspent budget allocations is critical in public financial administration because it frees up unused funds for re-allocation to under-funded sectors or urgent public programs before year-end, ensuring optimal utilization of

and prepare accounts for annual financial closure as the legislature votes on the upcoming state budget.

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her own parents or parents-in-law, subject to dependency conditions.
(D) Yes, but only if special approval is granted by the administrative Ministry of Finance after legislative review.

31. Under CGHS rules, what is the age limit for dependent children suffering from permanent physical or mental disability to remain covered under their parents' CGHS card?
(A) 25 years of age regardless of the severity or benchmark degree of the physical or mental disability
(B) 30 years of age provided the medical board certifies total incapacitation from gainful employment
(C) 35 years of age subject to mandatory annual re-examination by a government medical board
(D) No upper age limit, subject to benchmark disability and dependency criteria

32. How is ward entitlement in empanelled private hospitals determined for serving Central Government employees under CGHS rules?
(A) Based on total length of service
(B) Based on educational qualifications
(C) Based on Basic Pay in the Pay Matrix
(D) Based on official designation only

33. Consider the following statements regarding CGHS facilities post-retirement:
I. Retiring government servants residing in CGHS cities can obtain a Lifetime CGHS Card by paying a lump-sum contribution equivalent to 10 years of subscription.
II. Pensioners can choose between an annual card and a lifetime card.
III. Pensioners residing in non-CGHS areas can never avail CGHS card facilities under any condition.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

34. Are Indian Systems of Medicine and Homoeopathy (AYUSH) covered under CGHS?
(A) No, CGHS coverage is strictly restricted to modern Allopathic medical treatments and surgical procedures.
(B) Only Homoeopathic treatment is covered, while Ayurveda, Unani, and Siddha systems are excluded.
(C) Covered only for senior citizen beneficiaries who have attained eighty years of age or above.
(D) Yes, AYUSH treatment is covered via designated CGHS dispensaries and empanelled AYUSH hospitals.

35. Which of the following medical treatments/ expenses is generally EXCLUDED from reimbursement under CGHS and CS (MA) Rules?
(A) Cosmetic procedures, vanity treatments, and non-prescribed nutritional supplements
(B) Routine laboratory blood tests and diagnostic monitoring for diabetes mellitus management
(C) Emergency indoor hospitalization and intensive care for acute myocardial infarction conditions
(D) Continuous renal dialysis procedures required for chronic end-stage kidney disease treatment

36. What is the primary institutional mechanism for online public grievance redressal regarding CGHS service delivery and medical claims?
(A) E-Kuber portal
(B) GeM Portal
(C) CPGRAMS portal
(D) Income Tax Ombudsman Portal

37. What is Fixed Medical Allowance (FMA) granted to eligible Central Government pensioners?
(A) A monthly allowance paid to pensioners in non-CGHS areas lacking wellness center facilities for day-to-day OPD care
(B) A lump-sum annual financial grant disbursed to all eligible pensioners for purchasing private health insurance policies
(C) An allowance paid to all serving government employees for purchasing private diagnostic tests independently
(D) A daily allowance disbursed to beneficiaries during indoor hospitalization stays in private hospital wards

38. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Central Government pensioners residing in non-CGHS areas are paid Fixed Medical Allowance (FMA) along with their monthly pension.

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pensioners residing in CGHS-covered cities
(C) Employees of private multinational corporations and corporate entities operating within Delhi NCR
(D) Daily-wage casual labourers and contractual staff employed in private contracting firms across major cities

8. Consider the following statements regarding eligibility for CGHS coverage:
I. Pensioners drawing pension from Central Civil Estimates are eligible for lifetime CGHS facility upon paying the prescribed lump-sum contribution.
II. Delhi Government employees are covered under CGHS as per the adopted provisions of GNCTD.
III. All India Service officers residing in non-CGHS areas are mandatorily governed by CGHS rules without option.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

9. Under CGHS, who is the administrative and medical head of an individual CGHS Wellness Centre (Dispensary)?
(A) Director General of Health Services (DGHS)
(B) Medical Superintendent of Safdarjung Hospital
(C) Under Secretary, Ministry of Health and Family Welfare
(D) Chief Medical Officer (CMO) In-charge

10. What is the main operational function of a CGHS Wellness Centre?
(A) Providing primary healthcare, dispensing medicines, issuing referrals, and basic diagnostic services
(B) Conducting major open-heart surgeries, organ transplants, and complex tertiary inpatient procedures
(C) Procuring and distributing medical equipment and surgical supplies to private nursing homes nationwide
(D) Formulating national pharmaceutical pricing policies and regulating drug retail rates across all markets

11. What does the term Health Care Organisation (HCO) refer to within the framework of CGHS?
(A) Autonomous government-run AIIMS institutions and statutory tertiary care teaching hospitals
(B) Empanelled private hospitals, diagnostic centers, and dental clinics offering specialized care
(C) International WHO-accredited medical research centers and global public health organizations
(D) District-level public health committees and municipal primary healthcare administrative units

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12. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Empanelled Health Care Organisations (HCOs) under CGHS are bound to extend treatment to CGHS beneficiaries at rates prescribed by CGHS.
Reason (R): HCOs sign a Memorandum of Agreement (MoA) with CGHS agreeing to adhere to pre-negotiated package rates and guidelines.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

13. Which bodies grant standard quality accreditation to private hospitals and diagnostic laboratories for empanelment under CGHS at higher rate tiers?
(A) NABH and NABL accreditation bodies
(B) Central Board of Secondary Education (CBSE) and National Council of Educational Research and Training (NCERT)
(C) University Grants Commission (UGC) and All India Council for Technical Education (AICTE)
(D) National Institution for Transforming India (NITI Aayog) and Indian Council of Medical Research (ICMR)

14. What unique identifier is embedded on the Plastic CGHS Card issued to every individual CGHS beneficiary?
(A) 12-digit Aadhaar Number only
(B) Permanent Account Number (PAN)
(C) 9-digit Beneficiary ID number
(D) Provident Fund Account Number

always eligible for CGHS facilities.

Which of the above statement(s) is/are correct?

(A) I and III only
(B) II and IV only
(C) I, II and III only
(D) I, II, III and IV

46. Under CGHS rules, if both husband and wife are Central Government employees eligible for CGHS, how is the CGHS contribution and card coverage structured?

(A) Both must mandatorily open separate independent family cards and pay double subscription contributions for children.
(B) Neither spouse is eligible for CGHS coverage if both are simultaneously employed in Central Government service.
(C) Either may pay subscription for a joint family card, or both hold separate cards with dependents on one card.
(D) The husband's pay entitlement automatically overrides the wife's entitlement under all administrative conditions.

47. What is the validity duration of an official CGHS Plastic Card issued to a serving Central Government employee?

(A) Valid for 1 year only, requiring mandatory annual renewal during the month of January each year
(B) Valid for 5 years from date of issue, after which re-verification of service record is required
(C) Valid for 6 months from date of issue and extendable upon submission of service certificate
(D) Valid till superannuation/retirement, subject to continued service and subscription deduction

48. Under CGHS, if a patient requires IPD (in-patient admission) in an empanelled hospital for an elective procedure, what document must be submitted to the hospital for cashless credit facility (in case of eligible categories)?

(A) Valid Driving License and Aadhaar Card issued by UIDAI without any medical documentation
(B) Formal recommendation letter issued by the local Member of Parliament or District Collector
(C) CGHS Plastic Card along with official referral or permission letter from CGHS Medical Officer
(D) No medical or administrative documents are required to be submitted to the hospital desk

49. Which of the following special procedures under CGHS requires prior permission/approval from the competent administrative/medical authority before undergoing treatment in private empanelled hospitals?

(A) Routine OPD consultation with a general medical officer at local CGHS Wellness Centre
(B) Major procedures like Joint Replacement, Organ Transplant, or IVF treatment
(C) Basic blood sugar test conducted at the local CGHS Wellness Centre laboratory
(D) Purchase of generic medicines prescribed by the local Wellness Centre pharmacy

50. Under the Central Services (Medical Attendance) Rules, 1944, what is Form B used for?

(A) Application for casual leave or restricted holiday submitted by regular government employees
(B) Non-refundable advance application drawn against General Provident Fund (GPF) accounts
(C) Travel Allowance claim for medical inspection performed under service doctor directives
(D) Reimbursement claim for medical treatment of dependent family members of government servants

51. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):

Assertion (A): Routine dietary charges billed by private empanelled hospitals during indoor hospitalization are generally non-reimbursable for serving employees unless specifically part of CGHS package rates.

Reason (R): CGHS package rates for indoor procedures include nursing charges, room rent, and standard diet wherever specified in the package agreement.

In the context of the above statements, which one of the following is correct?

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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(C) Relatives of serving government employees who do not meet dependency criteria
(D) Pensioners, Freedom Fighters, and serving employees in emergency or permitted indoor care

23. What agency acts as the Third Party Administrator (TPA) / Bill Processing Agency for processing cashless claims of empanelled hospitals under CGHS?
(A) Life Insurance Corporation of India (LIC) Health Insurance Division
(B) UTI Infrastructure Technology Services Limited (UTIITSL)
(C) State Bank of India (SBI) General Insurance Company
(D) National Insurance Company Limited Public Sector Division

24. What is the standard process for a serving CGHS beneficiary to consult a specialist at an empanelled private hospital for a non-emergency routine procedure?
(A) Direct walk-in without any formal referral or doctor's prescription
(B) Formal written approval from the local Police Station authority
(C) Obtaining a referral from the CGHS Medical Officer / CMO In-charge
(D) Sanction letter from the Pay and Accounts Office of the department

25. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): A CGHS referral issued by a CGHS Medical Officer for specialized treatment at an empanelled hospital remains valid for a specified period (normally 3 months).
Reason (R): Validity limits ensure that clinical evaluation remains current and prevents misuse of diagnostic consultations over extended periods.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. Under the CGHS rules, what is the monthly income limit from all sources (including pension and pension equivalent) for a family member (other than spouse) to be considered 'dependent' on the government servant?
(A) Rs. 3,500 + Dearness Relief
(B) Rs. 9,000 + Dearness Relief
(C) Rs. 18,000 + Dearness Relief
(D) Rs. 25,000 + Dearness Relief

27. Who among the following is automatically included in the definition of 'Family' for CGHS benefits without applying any income dependency test?
(A) Father of the employee
(B) Spouse of the employee
(C) Mother of the employee
(D) Unmarried brother above 25 years

28. Under CGHS rules, up to what age is an unmarried son of a government servant eligible to be treated as a dependent beneficiary, provided he meets the employment/income criteria?
(A) 18 years (or until completion of secondary school education, whichever is earlier)
(B) 21 years (or until completion of higher university degree, whichever is earlier)
(C) 25 years (or until earning / marriage, whichever is earlier)
(D) No age limit under any conditions provided he resides with the government servant

29. Is an unmarried or widowed daughter of a Central Government employee eligible for CGHS dependent benefits, and if so, up to what age?
(A) Eligible only up to 21 years of age regardless of her marital or gainful employment status
(B) Eligible up to 25 years of age only, provided she remains unmarried and unemployed
(C) Eligible till marriage/remarriage or earning above the ceiling, with no upper age limit
(D) Not eligible under any circumstances once she attains majority at 18 years of age

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30. A female government official in a Directorate of Education school submits an application to include her parents-in-law in her CGHS card instead of her own parents. Her husband is unemployed and dependent on her. Is this request permissible under CGHS rules?
(A) No, female government employees are strictly restricted to including their biological parents under all circumstances.
(B) No, parents-in-law are permanently excluded from CGHS coverage regardless of financial dependency or living arrangements.
(C) Yes, a female employee may choose either

a non-CGHS city, what action should be taken regarding CGHS/FMA?
(A) Continue using the CGHS card in non-CGHS city for private local hospitals without informing departmental authorities
(B) Surrender CGHS OPD facility/card and apply for Fixed Medical Allowance (FMA) as per rules
(C) The monthly pension amount is automatically doubled to compensate for local private medical expenses incurred
(D) Mandatory application for overseas health insurance coverage administered by Ministry of External Affairs

60. Who is the administrative ministry responsible for framing and updating rules under CGHS and CS (MA) Rules?
(A) Ministry of Home Affairs, Department of Internal Security
(B) Ministry of Health and Family Welfare
(C) Ministry of Education, Department of Higher Education
(D) Ministry of Finance, Department of Expenditure

61. Under CGHS rules, what is the policy regarding investigation tests (e.g., MRI, CT Scan) conducted at empanelled diagnostic centers?
(A) Tests must be referred by CGHS Medical Officer/Specialist and done at empanelled centers at CGHS rates.
(B) Tests can be conducted at any private commercial center without requiring any official referral slip.
(C) Diagnostic investigation tests are completely non-reimbursable under CGHS rules and guidelines.
(D) Tests are valid for reimbursement only if performed in foreign laboratories accredited by WHO.

62. What is the rule regarding reimbursement of cost of medicines purchased from private local chemists under CS (MA) Rules, 1944?
(A) All medicines purchased privately from local chemists are automatically non-reimbursable under any service rules.
(B) Reimbursable only if purchased from foreign online pharmaceutical portals authorized by Health Ministry.
(C) Reimbursable if certified non-available in dispensary and prescribed by Authorized Medical Attendant (AMA).
(D) Reimbursable up to a maximum lifetime monetary ceiling of Rs. 1,000 per government employee.

63. Under CGHS, if a prescribed generic medicine is not available in the Wellness Centre stock, how is it provided to the beneficiary?
(A) The patient is advised to manage without the prescribed medicine or seek alternative home remedies.
(B) The beneficiary is directed to move to another state or city wellness centre stock dispensary to buy it.
(C) The patient is mandatorily referred for emergency inpatient surgery at a central government hospital.
(D) Procured through Empanelled Local Chemist (ELC) or authorized for local purchase to supply beneficiary.

64. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Serving government servants residing in CGHS-covered areas cannot claim medical reimbursement under CS (MA) Rules, 1944.
Reason (R): The CS (MA) Rules, 1944 specifically exclude areas where the Central Government Health Scheme (CGHS) is operational.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

65. What is the requirement regarding income verification for dependent parents applying for inclusion in a CGHS card?
(A) No income proof is required; self-declaration is accepted automatically without any verification rules.
(B) Self-declaration / income certificate showing income does not exceed Rs. 9,000 + DA/DR per month.
(C) Income proof showing total monthly income exceeds Rs. 100,000 per month from commercial sources.
(D) Certified wealth tax return statements and property valuation records of the last ten consecutive years.

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Reason (R): FMA is intended to cover day-to-day ambulatory OPD medical expenses in areas lacking CGHS Wellness Centre infrastructure.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

39. What is the current revised rate of Fixed Medical Allowance (FMA) per month for eligible Central Government pensioners following the recommendations of the 7th Central Pay Commission?
(A) Rs. 300 per month
(B) Rs. 500 per month
(C) Rs. 1,000 per month
(D) Rs. 2,500 per month

40. Can a Central Government pensioner residing in a non-CGHS area opt for both Fixed Medical Allowance (FMA) and a CGHS OPD facility simultaneously?
(A) Yes, both FMA and CGHS OPD facility can be availed concurrently without any statutory restriction.
(B) Yes, provided the pensioner agrees to pay a double monthly subscription fee to the dispensary.
(C) No, a pensioner cannot draw FMA while availing CGHS OPD facility; they must select one option.
(D) Only female pensioners residing in rural municipal areas are eligible to draw both benefits.

41. Under CS (MA) Rules, 1944, what document signed by the Authorized Medical Attendant (AMA) is mandatory to certify that medicines prescribed were essential for the cure/prevention of serious disease?
(A) Utilization Certificate
(B) Fitness Certificate Form 5
(C) Non-Availability Certificate (NAC) from GeM
(D) Essentiality Certificate (Form A / Form B)

42. A school Principal receives a medical reimbursement claim from an Assistant Teacher under CS (MA) Rules, 1944. Upon checking, the Principal notices that the claim was submitted 14 months after the date of completion of treatment without any explanation for delay. What step should the Principal take as Drawing and Disbursing Officer (DDO)?
(A) Return claim to applicant to seek condonation of delay from competent authority with valid justification
(B) Pass the claim immediately from school contingent funds without raising queries regarding delay
(C) Deduct a 50% delay penalty from the bill and disburse the remaining balance amount to the applicant
(D) Refer the teacher for formal disciplinary action under Rule 14 of CCS (CCA) Rules for delayed submission

MCQGPT

43. Which committee at the CGHS Wellness Centre level meets periodically to discuss operational grievances and improvement of local dispensary services?
(A) School Management Committee (SMC)
(B) Local Advisory Committee (LAC)
(C) Departmental Promotion Committee (DPC)
(D) Parliamentary Standing Committee

44. What is the rule regarding reimbursement of dental treatment expenses under CGHS / CS (MA) Rules?
(A) Dental procedures of any kind are strictly excluded from reimbursement under all service rule circumstances.
(B) Specified procedures like extractions, RCT, and fillings are covered at CGHS rates in empanelled centers.
(C) Cosmetic teeth whitening, orthodontic aligners, and gold capping are fully reimbursable without limit.
(D) Dental treatment is permitted only for pediatric beneficiaries up to five years of age in public clinics.

45. Consider the following statements regarding dependency rules under CGHS:
I. A stepchild of a government servant is treated as a dependent family member subject to standard age and income conditions.
II. A fully dependent real brother up to 18 years residing with the government servant is automatically included in the CGHS card.
III. Divorced daughters dependent on the government servant are eligible for CGHS facilities.
IV. Married daughters residing with parents are

15. What is the standard procedure when a serving employee holding a CGHS card gets transferred from a CGHS-covered city to a non-CGHS city?
(A) Retains the active CGHS card for local private hospital usage without reporting the change of station to authorities
(B) The card is automatically converted into an international health card valid for global treatment coverage
(C) Is permanently disqualified from future CGHS membership and post-retirement medical entitlement benefits
(D) Must surrender/transfer the card as per rules and claim medical benefits under CS (MA) Rules or FMA as applicable

16. Through which digital platform can CGHS beneficiaries currently download and access their verified CGHS Plastic Cards?
(A) EPFO Portal
(B) SPARSH Defence Portal
(C) UMANG App and DigiLocker
(D) Income Tax e-Filing Portal

17. Under the Central Services (Medical Attendance) Rules, 1944, what form is primarily used by a serving government servant to submit reimbursement claims for self-treatment?
(A) Form C (GAR 37)
(B) Form A
(C) Form GFR 12-A
(D) Form TR 11

18. A Vice-Principal posted in a rural school in a non-CGHS district undergoes emergency treatment for an acute appendicitis attack at a local private clinic, as no government hospital was nearby. The claim is submitted with an Essentiality Certificate signed by the attending doctor. Which rule governs the processing of this emergency reimbursement claim?
(A) Appendix VIII of Fundamental Rules governing compensatory allowances
(B) CGHS Plastic Card Manual, 2018 provisions
(C) Delhi School Education Act, Section 10 service conditions
(D) Rule 6 of CS (MA) Rules, 1944 governing emergency treatment

19. What is the maximum time limit within which a government employee should ordinarily submit a medical reimbursement claim after the completion of treatment under CS (MA) Rules, 1944?
(A) 1 month from the date of discharge or treatment completion
(B) 3 months (extendable with competent authority approval)
(C) 2 years from the date of final hospital bill settlement
(D) 5 years subject to mandatory pre-audit by accounts officer

20. Consider the following statements regarding Emergency Treatment under CGHS:
I. In a medical emergency, a CGHS beneficiary can be admitted to any private non-empanelled hospital.
II. Reimbursement for emergency treatment in a non-empanelled hospital is restricted to CGHS approved package rates for that city.
III. An Emergency Certificate issued by the treating hospital is compulsory for processing the reimbursement claim.
IV. CGHS beneficiaries can claim reimbursement for emergency treatment without any documentation or bills.
Which of the above statement(s) is/are correct?
(A) I, II and III only
(B) II and IV only
(C) I and IV only
(D) I, II, III and IV

21. Which authority holds the ultimate power to relax provisions of Medical Attendance Rules to reimburse claims exceeding standard CGHS package rates in exceptional life-threatening cases?
(A) Ministry of Health and Family Welfare in consultation with Department of Expenditure
(B) Head of School acting as the Drawing and Disbursing Officer (DDO) of the institution
(C) District Magistrate and Collector of the concerned administrative district
(D) Pay and Accounts Officer (PAO) attached to the administrative ministry

22. To which category of CGHS beneficiaries is the Cashless Treatment Facility in empanelled hospitals/diagnostic centers directly extended through the credit facility?
(A) Serving employees during routine non-emergency OPD consultations at empanelled centers
(B) Temporary daily-wage contractual workers and short-term project staff in government offices

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52. What rate structure applies when a serving government servant undergoes emergency treatment in a private non-empanelled hospital and submits a reimbursement claim?
(A) Full actual bill amount submitted by the private hospital without any monetary ceiling
(B) Fixed flat reimbursement of Rs. 5,000 only regardless of total expenditure
(C) Restricted to CGHS rates for that city, or actuals, whichever is lower
(D) 10% of total hospital bill expenditure submitted by the beneficiary

53. In cases where artificial limbs or orthopedic implants are required by a CGHS beneficiary, how is reimbursement regulated?
(A) As per ceiling rates fixed by CGHS / NPPA for specific implants
(B) Up to actual retail market price billed by private vendor without upper limit
(C) Implants and artificial limbs are strictly non-reimbursable under CGHS rules
(D) Reimbursement is allowed only if the medical implant is imported from overseas

54. What is the rule regarding reimbursement of ambulance charges incurred by a CGHS beneficiary?
(A) Ambulance charges are strictly non-reimbursable under any service rule provisions.
(B) Reimbursable up to Rs. 50,000 per trip automatically without attending doctor certificate.
(C) Allowed only for international air ambulance travel approved by Cabinet Committee.
(D) Reimbursable if certified by attending doctor as essential due to critical condition.

55. A Vice-Principal covered under CGHS suffers a severe fracture while on duty and is rushed in an unconscious state to the nearest non-empanelled private specialty hospital by colleagues. After discharge, the total bill comes to Rs. 1,500,000, whereas CGHS approved rates for the procedures total Rs. 850,000. How will the claim be settled under standard CGHS rules?
(A) Full Rs. 15,00,000 will be reimbursed automatically by DDO without requiring any rate ceiling restriction.
(B) Restricted to CGHS rate of Rs. 8,50,000; excess requires Ministry relaxation on Medical Board recommendation.
(C) Claim will be rejected completely because treatment was obtained at a private non-empanelled hospital facility.
(D) DDO will sanction Rs. 10,00,000 from school development fund under emergency discretionary powers.

56. What is the function of a Medical Advance in relation to medical treatment under CGHS / CS (MA) Rules?
(A) A non-refundable annual cash grant disbursed to government employees during major public holidays
(B) A monthly health maintenance allowance disbursed directly along with regular salary payments
(C) An advance payment sanctioned to meet estimated indoor medical treatment expenses for major illnesses
(D) A low-interest personal loan provided by empanelled private commercial banks to hospital patients

57. Up to what percentage of the estimated cost of indoor treatment/procedure in a government or empanelled hospital can a Medical Advance be sanctioned to a government servant?
(A) 25% of estimated cost of indoor treatment
(B) 50% of estimated cost of indoor treatment
(C) 90% (or prescribed ceiling as per guidelines)
(D) 100% of non-medical hospital administrative charges

58. Consider the following statements regarding Medical Advances under CS (MA) Rules / CGHS:
I. Medical Advance can be granted for inpatient hospital treatment as well as prolonged outpatient treatment for severe diseases like cancer.
II. The advance is paid directly to the empanelled hospital or employee as applicable.
III. The employee must submit the final adjustment bill within one month of discharge from the hospital.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

59. When a Central Government pensioner residing in a CGHS city moves residence permanently to

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CHAPTER 09
Medical Attendance Rules (CGHS)

1. Which of the following statutory frameworks governs the medical attendance and treatment provisions for Central Government civil services personnel residing in non-CGHS covered areas?
(A) Central Civil Services (Medical Examination) Rules, 1959
(B) Central Services (Medical Attendance) Rules, 1944
(C) Central Health Scheme Rules, 1965
(D) Central Civil Services (Conduct) Rules, 1964

2. The Central Services (Medical Attendance) Rules, 1944 are NOT applicable to which of the following categories of government personnel?
(A) Civilian Central Government employees posted in non-CGHS areas
(B) Personnel belonging to All India Services serving in connection with the affairs of the Union
(C) Non-gazetted Central Government servants in Ministry headquarters
(D) Railway employees and Armed Forces personnel

3. Under the Central Services (Medical Attendance) Rules, 1944, who among the following is designated as the Authorized Medical Attendant (AMA) for a Government servant?
(A) A medical officer of the State or Central Government station/hospital designated to cater to the employee in that area
(B) Any registered medical practitioner holding an MBBS degree residing in the same locality
(C) The Chief Medical Officer of any private empanelled hospital in the district
(D) The Head of Office of the concerned Central Government department

4. What is the primary objective behind the establishment of the Central Government Health Scheme (CGHS)?
(A) To regulate private hospital tariffs across all States and Union Territories
(B) To offer free life insurance and accident coverage to public sector employees
(C) To provide comprehensive medical care facilities to Central Government employees, pensioners, and their dependent family members
(D) To manage state-level civil hospitals through Central Government funds

5. A senior teacher in a Delhi Government school residing in an area covered by CGHS falls ill and visits a local private non-empanelled clinic for routine treatment without any emergency. She subsequently submits the medical bills to the Head of School for reimbursement under CS (MA) Rules, 1944. How should the Head of School process this claim?
(A) Reject the claim as CS (MA) Rules do not apply in CGHS areas and non-emergency treatment at non-empanelled clinics is non-reimbursable.
(B) Pass the claim for full reimbursement after confirming that the teacher is a permanent government employee holding a valid school appointment.
(C) Forward the claim directly to the Ministry of Health and Family Welfare for special ex-post-facto relaxation under discretionary powers.
(D) Sanction the medical bill up to 50% of the total amount under the discretionary powers granted to the Head of Institution for routine care.

6. In which year was the Central Government Health Scheme (CGHS) initially launched in Delhi?
(A) 1947
(B) 1950
(C) 1954
(D) 1962

7. Central Government Health Scheme (CGHS) facilities are directly available to which of the following categories of individuals?
(A) All permanent and temporary employees of State Governments across all Indian States and Union Territories
(B) Serving Central Government employees and

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66. Under CGHS rules, if a government servant passes away while in active service, what happens to the CGHS facility for the family?
(A) CGHS facility is immediately terminated on the date of death without any scope for family continuation.
(B) Family members are required to pay a double monetary penalty to retain basic wellness center consultation.
(C) The CGHS card is transferred to the nearest neighbor or departmental colleague of the deceased employee.
(D) Eligible dependents (e.g. family pensioner spouse) can continue coverage by applying for Family Pensioner card.

67. Which of the following statements is CORRECT regarding the coverage of mental health conditions under CGHS?
(A) Mental health treatments and psychiatric care are covered in government and empanelled hospitals under CGHS.
(B) Psychiatric illnesses and clinical psychological therapies are strictly excluded from CGHS reimbursement rules.
(C) Covered only if the patient is a senior citizen beneficiary who has attained above ninety years of age.
(D) Covered exclusively for short-term contractual staff and daily wage workers in government offices.

68. An Assistant Teacher in a Delhi Government school undergoes an emergency laparoscopic cholecystectomy at a private empanelled hospital in Delhi. The hospital charges the teacher cash instead of providing cashless facility. The teacher submits the reimbursement claim along with emergency certificate and detailed bills to the Head of School. How should the Head of School process this reimbursement?
(A) Reject the claim because empanelled hospitals are strictly obligated to provide cashless treatment.
(B) Forward the claim to Delhi Police crime branch for immediate criminal fraud investigation.
(C) Sanction reimbursement at CGHS rates after verifying emergency and original bills.
(D) Ask the teacher to file a civil suit against the hospital before sanctioning any reimbursement amount.

69. What is the ceiling on the maximum number of days for which routine IPD room rent is reimbursed per admission in non-empanelled hospitals under emergency, as per standard CGHS guidelines?
(A) Restricted to actual days needed for emergency stabilization as certified by treating doctors/SMB.
(B) Maximum 2 days room rent reimbursement only regardless of the patient's actual medical condition.
(C) Fixed at 30 days mandatory inpatient room rent reimbursement for all emergency hospitalization cases.
(D) Unlimited room rent duration permitted without requiring any periodic medical board review or audit.

70. Consider the following statements regarding Fixed Medical Allowance (FMA):
I. FMA is granted to Central Government pensioners residing in non-CGHS areas.
II. The current rate of FMA is Rs. 1,000 per month.
III. A pensioner drawing FMA can avail indoor treatment (IPD) facilities in CGHS empanelled hospitals by obtaining a CGHS IPD card.
IV. FMA is paid to serving government employees posted in metro cities.
Which of the above statement(s) is/are correct?
(A) I, II and III only
(B) II and IV only
(C) I and IV only
(D) I, II, III and IV

71. What is the mandatory prerequisite for a pensioner residing in a non-CGHS area to obtain a CGHS In-Patient Department (IPD) card while drawing FMA?
(A) Paying prescribed CGHS pensioner contribution for IPD facility
(B) Surrendering monthly pension payments completely to health department
(C) Obtaining administrative clearance from Central Vigilance Commission
(D) Resigning permanently from post-retirement pensioner status in ministry

72. Under CS (MA) Rules, 1944, who is competent to countersign the medical reimbursement bills of a non-gazetted school employee before sending them to PAO?
(A) The Head of Office / Principal acting as

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(C) A is true but R is false
(D) A is false but R is true

104. Under CGHS rules, what document is issued by the CMO In-charge to a patient requiring specialized diagnostic tests not available at the Wellness Centre?
(A) Online Referral / Permission slip for diagnostic center
(B) Inter-school student Transfer Certificate document
(C) Annual Performance Appraisal Report (APAR) extract
(D) Certified Service Book entry extract from Head of Office

105. A Principal of a Directorate of Education school in Delhi receives a medical claim from a retired staff member who resides in a CGHS covered area but did not opt for CGHS pensioner card post-retirement. The retired staff member demands reimbursement of routine OPD bills under CS (MA) Rules, 1944. How should the Principal handle this request?
(A) Reject claim as retired staff in CGHS areas are not covered under CS (MA) Rules; post-retirement care requires CGHS or FMA.
(B) Sanction 100% reimbursement immediately from school contingent budget funds without referring to health rules.
(C) Forward the claim file directly to the Finance Minister for ex-post-facto relaxation under discretionary executive powers.
(D) Pay the full claim expenditure from the Student Welfare Fund maintaining routine petty cash accounting ledgers.

106. What is the procedure for inclusion of a newly born child in a serving employee's CGHS card?
(A) Submit application with Birth Certificate and subscription fee proof (if pay slab changes) to Head of Office/CGHS.
(B) No action required; newborn child is automatically added to database through birth registry network integration.
(C) Apply after the child completes secondary school education or attains eighteen years of age, whichever is later.
(D) Submit formal application dossier to Ministry of Home Affairs security desk for central administrative entry.

107. What is the rule regarding CGHS coverage for adopted children of a government employee?
(A) Legally adopted children are treated at par with natural children for CGHS coverage subject to dependency criteria.
(B) Adopted children are strictly excluded from CGHS medical benefits regardless of official adoption adoption decrees.
(C) Allowed only if the adoption process was conducted in foreign countries under international Hague Convention rules.
(D) Allowed only up to five years of age, after which health coverage automatically lapses from the family card.

108. Consider the following statements regarding emergency treatment under CS (MA) Rules, 1944:
I. Treatment taken in a private hospital during extreme life-threatening emergency can be considered for reimbursement.
II. The Emergency Certificate issued by the treating doctor in the private hospital must justify why government/recognized hospital could not be reached in time.
III. Heads of Departments hold delegated powers to settle emergency reimbursement claims within specified monetary limits.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

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109. What is the maximum duration for which a CGHS Medical Officer can prescribe medicines for chronic stable illnesses (such as hypertension or diabetes) in a single visit for a beneficiary traveling abroad?
(A) Up to 6 months (with visa copy and competent authorization)
(B) Maximum 3 days supply only under dispensary supply rules
(C) 5 years subject to annual renewal by medical board
(D) 10 days supply only during emergency travel trips

110. Which authority is competent to issue an Essentiality Certificate under CS (MA) Rules, 1944?
(A) The Authorized Medical Attendant (AMA) who treated patient
(B) The Head Clerk / Establishment Officer of the school office
(C) The Pay and Accounts Officer (PAO) of the

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(A) Empanelled hospitals cannot demand cash advance from pensioners for permitted cashless indoor procedures per MoA.
(B) Pensioners must always pay a 50% cash advance upfront to private empanelled hospitals prior to elective admission.
(C) Hospitals can charge any advance cash deposit as per prevailing private market commercial rates for beds.
(D) Advance cash deposit is mandatory for all indoor admissions under Union Finance Accounts and Audit Rules.

81. What is the ceiling on reimbursement for maternity/delivery charges in empanelled hospitals under CGHS?
(A) As per CGHS package rates for normal delivery / caesarean section
(B) Full actual expenditure up to a maximum limit of Rs. 10,00,000 per delivery
(C) Flat reimbursement fee of Rs. 1,000 only regardless of delivery procedure
(D) Maternity and child delivery charges are completely non-reimbursable

82. Which of the following items in a hospital bill is considered a NON-REIMBURSABLE expense under CGHS / CS (MA) Rules?
(A) Toilet kits, admission fees, luxury items, and private attendant charges
(B) Standard sterile surgical gloves used in operation theatre during procedure
(C) Supplementary oxygen supply charges administered during major surgery stay
(D) Prescribed intensive care unit (ICU) bed accommodation charges per day

83. Consider the following statements regarding CGHS rate revisions and empanelment:
I. CGHS package rates are fixed by the Ministry of Health and Family Welfare from time to time.
II. Empanelled hospitals are bound by an agreement (MoA) to treat beneficiaries as per CGHS rates.
III. Empanelled hospitals can charge CGHS beneficiaries higher rates than CGHS rates for routine procedures during peak seasons.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

84. Under CS (MA) Rules, 1944, if a government servant receives treatment in a government hospital located in a non-CGHS city, how are ward charges reimbursed?
(A) Full reimbursement of eligible ward charges based on pay level entitlement
(B) Strictly restricted to a flat rate of Rs. 10 per day of hospital stay
(C) Indoor ward accommodation charges are never reimbursable in government hospitals
(D) Reimbursable only if prior written sanction is approved by District Magistrate

85. What is the time limit for a CGHS empanelled hospital to submit online bills for credit treatment provided to pensioners via UTIITSL portal?
(A) Within the submission timeline (e.g. 30 days from discharge) specified in MoA
(B) Within 5 years after the discharge date of patient from hospital
(C) On or before the official superannuation retirement date of patient
(D) At any arbitrary time as no administrative claim submission timeline exists

86. Which authority issues the CGHS Plastic Cards for serving employees in Ministry headquarters/ attached offices?
(A) Office of Additional Director (CGHS) of respective zone/city
(B) Union Public Service Commission (UPSC) Central Administration
(C) Reserve Bank of India Central Banking Administration
(D) Controller General of Accounts, Ministry of Finance

87. Under CGHS rules, can a serving employee include a legally divorced wife in the CGHS card?
(A) No, a divorced wife ceases to be a family member from date of divorce.
(B) Yes, coverage continues for lifetime automatically without reporting status.
(C) Yes, provided special written approval is granted by Head of Department.
(D) Covered up to a maximum period of ten years following final decree.

88. Under CGHS rules, if a pensioner drawing pension switches residence from a non-CGHS area to a CGHS area, how can they switch from FMA to CGHS facility?
(A) By surrendering FMA, applying to PDA/

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(C) Hearing aids and auditory assistive devices are completely non-reimbursable under any service provisions.
(D) Reimbursable exclusively for dependent pediatric children below two years of age upon specialist referral.

118. A Vice-Principal posted in a Delhi Government school requires prolonged chemotherapy treatment at an empanelled cancer hospital. The hospital requires approval for multiple cycles of chemotherapy. How should the approval/ referral process be handled under current CGHS guidelines?
(A) Specialist endorsement for prescribed protocol allows treatment cycles at CGHS rates without fresh referral for every cycle.
(B) Fresh formal referral must be obtained every single day directly from the administrative Ministry of Health offices.
(C) Chemotherapy and oncology treatments are strictly non-reimbursable under current CGHS inpatient and outpatient rules.
(D) Vice-Principal must tender formal resignation from government service before undergoing specialized chemotherapy treatment.

119. What is the financial threshold beyond which medical reimbursement claims of serving employees under CS (MA) Rules require sanction from the Head of Department (HOD) rather than Head of Office (HOO)?
(A) As per delegated powers under DFPR and health ministry notifications
(B) Flat Rs. 100 threshold limit applicable across all reimbursement claims
(C) No monetary delegation threshold exists under Central Financial Rules
(D) All reimbursement claims require formal Cabinet Committee clearance

120. Consider the following statements regarding the CGHS Plastic Card:
I. Plastic CGHS cards are embedded with photo and 9-digit ID of each beneficiary.
II. Loss of plastic card must be reported immediately to prevent misuse.
III. Transfer of card to an unauthorized person is a serious misconduct attracting disciplinary action under CCS (Conduct) Rules.
IV. Plastic CGHS cards can be used as debit cards at commercial ATM machines.
Which of the above statement(s) is/are correct?
(A) I, II and III only
(B) II and IV only
(C) I and IV only
(D) I, II, III and IV

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121. Under CS (MA) Rules, 1944, can daily-wage casual workers with temporary status claim medical reimbursement benefits?
(A) Governed by specific administrative instructions; CS (MA) Rules apply to regular government servants.
(B) Entitled to full executive suite private hospital treatment at par with Cabinet Ministers of Union Government.
(C) Entitled to international medical treatment abroad automatically upon submission of basic OPD consultation slip.
(D) Completely excluded from accessing all public government health facilities across all Indian states and Union Territories.

122. Under CGHS, if a patient is admitted in an empanelled private hospital for emergency treatment, within how many hours should the hospital inform the CGHS authorities / upload details on the portal?
(A) Within 24 hours of admission (or as specified in CGHS MoA)
(B) Within 6 months after the discharge date of patient
(C) On the exact date of superannuation retirement of patient
(D) Notification to administrative authorities is strictly prohibited

123. What is the status of spectacles/refractive eye glasses cost under CGHS / CS (MA) Rules?
(A) Frames and spectacle glasses cost is non-reimbursable (except specific intraocular lenses or statutory exceptions).
(B) Fully reimbursable up to Rs. 100,000 for designer frames purchased from authorized commercial optical outlets.
(C) Fully reimbursable every calendar month upon submitting optical prescription bills to Drawing and Disbursing Officer.
(D) Reimbursable for all registered family dependents annually without requiring specialist ENT/Ophthalmologist opinion.

124. Under CS (MA) Rules, 1944, what is the role of the Pay and Accounts Office (PAO) regarding medical reimbursement bills?
(A) Pre-check, audit, and disbursement of medical reimbursement claims passed by

III. Beneficiary ID remains the same throughout the lifespan of the beneficiary in CGHS system.
IV. Beneficiary ID changes every time the employee gets promoted.
Which of the above statement(s) is/are correct?
(A) I, II and III only
(B) II and IV only
(C) I and IV only
(D) I, II, III and IV

96. Under CGHS rules, what entitlement determines the room category (General, Semi-Private, Private) for indoor hospitalization in empanelled hospitals?
(A) Basic Pay in Pay Matrix for serving staff / Basic Pension for pensioners
(B) Total cumulative length of continuous service completed in years
(C) Highest educational qualification attained by the government employee
(D) Total number of dependent family members registered on the health card

97. Which of the following basic pay ranges entitles a CGHS beneficiary to 'Private Ward' accommodation in empanelled hospitals as per standard 7th CPC CGHS guidelines?
(A) Basic Pay above Rs. 63,100 per month (or prescribed ceiling)
(B) Basic Pay up to Rs. 18,000 per month in Level 1 of Pay Matrix
(C) Basic Pay between Rs. 10,000 and Rs. 20,000 per month in matrix
(D) All regular employees irrespective of basic pay entitlement level

98. Under CGHS, what is the room entitlement for a beneficiary drawing Basic Pay up to Rs. 36,500 per month?
(A) General Ward
(B) Semi-Private Ward
(C) Private Ward
(D) Presidential Suite

99. Under CGHS, what is the room entitlement for a beneficiary drawing Basic Pay between Rs. 36,501 and Rs. 63,000 per month?
(A) Semi-Private Ward
(B) General Ward Accommodation
(C) Private Ward Accommodation
(D) Intensive Care Unit (ICU)

100. What happens if a CGHS beneficiary requests and occupies a higher ward category than their eligible entitlement in an empanelled hospital?
(A) The beneficiary pays the difference in room rent and associated differential charges directly to hospital.
(B) The CGHS administration reimburses all higher ward charges automatically without raising audit objection.
(C) The hospital loses its empanelment status immediately due to violation of standard agreement guidelines.
(D) The employee's monthly salary or retirement pension is forfeited by the departmental Accounts Office.

101. Which authority functions as the nodal ministry for CGHS implementation across India?
(A) DGHS, Ministry of Health and Family Welfare
(B) Ministry of Education / Human Resource Development
(C) Department of Personnel and Training (DoPT), Govt of India
(D) NITI Aayog Public Health Division

102. Under CS (MA) Rules, 1944, what is the maximum advance that can be granted to a serving employee for indoor medical treatment in a government hospital?
(A) Up to 90% of estimated expense certified by hospital/AMA
(B) 100% of basic pay drawn in current monthly pay matrix
(C) Flat Rs. 2,000 advance sanctioned from contingent budget
(D) 10% of total estimated expense certified by physician

103. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): CGHS beneficiaries can book OPD appointments online at CGHS Wellness Centres using the CGHS portal or Mobile App.
Reason (R): Digital portal integration aims to reduce waiting time and enhance administrative efficiency at CGHS Wellness Centres.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A

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Bank, paying contribution, and obtaining CGHS card
(B) Switch between medical schemes is strictly impossible under Central Civil Service rules
(C) By paying a administrative fine to the Office of Comptroller and Auditor General of India
(D) Card status is automatically converted upon notification by Income Tax Department portal

89. What is the frequency permitted for switching between Fixed Medical Allowance (FMA) and CGHS OPD facility for pensioners residing in areas where CGHS has expanded?
(A) Allowed once in a lifetime (or per conditions issued by Ministry)
(B) Every month on the first date of the calendar financial quarter
(C) Up to five times per financial year upon submitting written request
(D) Every week without any restriction on administrative processing count

90. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Under CS (MA) Rules, 1944, medical claims must be supported by original cash memos, money receipts, and essentiality certificates.
Reason (R): Financial rules mandate documentary proof of actual expenditure and authorized medical necessity to prevent fraudulent reimbursement claims.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

91. In CGHS, what does the term 'Package Rate' for a surgical procedure include?
(A) All inclusive charges for admission, surgery, anesthesia, nursing, medicines, and routine follow-up
(B) Only surgeon's consultation fee, strictly excluding prescribed medicines and hospital room stay charges
(C) Only basic daily cost of bed linen, room cleaning, and daily standard hospital meal services
(D) Post-discharge travel allowance and international rehabilitation facility costs for patients

92. A senior teacher in a government school loses her plastic CGHS card while traveling. What is the prescribed administrative procedure to obtain a duplicate CGHS card?
(A) Report loss/FIR, submit application with FIR copy, online fee payment proof, and documents to Additional Director (CGHS).
(B) Issue a handwritten self-receipt and present it as temporary valid health card to empanelled hospital desks.
(C) Draw an immediate non-refundable cash advance from School Provident Fund to purchase commercial health policy.
(D) Apply for a new Aadhaar card at local municipal UIDAI enrolment center and present UIDAI receipt at wellness dispensary desk.

93. What is the status of AYUSH treatments taken in empanelled private AYUSH hospitals under CGHS?
(A) Covered at CGHS AYUSH package rates subject to referral/permission guidelines
(B) Strictly prohibited and treated as misconduct punishable under CCS Conduct Rules
(C) Allowed exclusively for daily wage casual workers and seasonal temporary staff
(D) Fully reimbursable up to Rs. 1 Crore without requiring any bill audit verification

94. Under CS (MA) Rules, 1944, if an employee undergoes treatment at an AMA's private consulting room, are consultation fees reimbursable?
(A) Reimbursable as per prescribed tariff rates under CS (MA) Rules
(B) Non-reimbursable under any condition under Central Civil Service regulations
(C) Reimbursable at ten times the actual consulting fee charged by the physician
(D) Reimbursable only if consultation fee payment was settled in foreign currency

95. Consider the following statements regarding CGHS Beneficiary ID:
I. Every individual beneficiary (primary holder and dependents) gets a unique 9-digit Beneficiary ID.
II. Beneficiary ID is required for online booking of appointments at CGHS Wellness Centres.

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department
(D) The local Treasury Officer in charge of bill disbursement

111. Under CGHS rules, what is the policy regarding home visit by CGHS doctors for severely infirm or bedridden senior citizen beneficiaries?
(A) Provision exists for CMO/MO home visits for severely infirm beneficiaries unable to visit Wellness Centre per guidelines.
(B) Home visits by medical officers are strictly illegal and prohibited under all statutory CGHS dispensary rules.
(C) Home visits require prior written approval and judicial sanction from the Supreme Court of India constitutional bench.
(D) Home visits are available exclusively for serving gazetted civil service officers holding Group A appointments.

112. Under CS (MA) Rules, 1944, if a government servant undergoes treatment at a hospital outside their headquarters station while on authorized leave, how is the claim regulated?
(A) Reimbursable if taken from an Authorized Medical Attendant (AMA) or Government Hospital at that station.
(B) Strictly non-reimbursable because the employee was residing away from station headquarters on earned leave.
(C) Reimbursable at triple the standard tariff rate under special leave compensation rules of government.
(D) Requires prior formal sanction and budget approval from Parliament before submitting reimbursement bill.

113. Under CGHS, what is the process for obtaining specialized consultation at AIIMS / Central Government Hospitals?
(A) Direct walk-in or online referral from Wellness Centre allows specialist consultation at AIIMS/Govt hospitals.
(B) Requires prior written permission and personal administrative sanction from the Cabinet Secretary of India.
(C) Specialist consultation at central government hospitals is strictly prohibited for active CGHS cardholders.
(D) Allowed exclusively on Sundays and national public holidays during emergency outpatient department hours.

114. What is the main objective of the Local Advisory Committee (LAC) constituted at CGHS Wellness Centres?
(A) To foster public participation, review dispensary stock, resolve grievances, and suggest operational improvements.
(B) To determine and fix annual pay scale salaries and grade pay allowances of primary care wellness medical officers.
(C) To conduct annual financial audit and statutory inspections of Central Government ministry accounts offices.
(D) To recruit and appoint permanent civil surgeons and specialist medical consultants across public hospitals.

115. What type of CGHS card is issued to Freedom Fighters and ex-MPs?
(A) Special category CGHS plastic card entitling cashless treatment
(B) Commercial health insurance card issued by private underwriters
(C) Temporary paper pass valid for thirty days from issuance date
(D) No physical or digital card is issued under statutory provisions

116. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Fixed Medical Allowance (FMA) is not paid to serving Central Government employees posted in non-CGHS areas.
Reason (R): Serving employees in non-CGHS areas are covered under the Central Services (Medical Attendance) Rules, 1944, which provide for direct reimbursement of medical expenses.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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117. What is the rule regarding reimbursement of cost of hearing aids under CGHS / CS (MA) Rules?
(A) Reimbursable per fixed ceiling rates approved by Ministry on recommendation of ENT Specialist / Medical Board.
(B) Unlimited reimbursement for designer imported digital hearing aids purchased from private commercial markets.

conducted at local Wellness Centre lab
(C) Routine urine examination test conducted at dispensary clinic
(D) Routine non-invasive measurement of arterial blood pressure

132. Under CS (MA) Rules, 1944, if a government servant takes treatment from a doctor who is NOT an Authorized Medical Attendant (AMA), how is the claim treated?
(A) Invalid and non-reimbursable, unless taken in emergency supported by emergency certificate.
(B) Claim is passed at double the standard package tariff rate by the Drawing and Disbursing Officer.
(C) Passed automatically by the Head of Office without requiring any medical bill audit verification.
(D) Claim is referred directly to the Ministry of External Affairs for special diplomatic sanction.

133. What is the status of Physiotherapy treatment under CGHS?
(A) Reimbursable in CGHS or empanelled centers when prescribed by Specialist / MO for specified duration.
(B) Physiotherapy services are strictly prohibited under all circumstances under CGHS wellness regulations.
(C) Covered exclusively for active sports personnel representing national teams in international events.
(D) Reimbursable up to a maximum monetary ceiling of Rs. 100 per financial year for outpatient care.

134. Which registry/system maintains digital records of CGHS cardholders and dependents across India?
(A) CGHS Database / NHA BIS
(B) UDISE+ School Education System
(C) SPARSH Defense Pension System
(D) MGNREGA Rural Employment Portal

135. What is the rule regarding reimbursement of IVF (In-Vitro Fertilization) treatment under CGHS?
(A) Permissible subject to eligibility rules, age/cycle limits, and prior approval of Standing Medical Board.
(B) Unlimited reimbursement granted without any monetary ceiling or requirement for medical board review.
(C) Completely excluded under all statutory conditions under Central Civil Services medical regulations.
(D) Reimbursable exclusively for unmarried staff members serving in temporary administrative posts.

136. Under CS (MA) Rules, 1944, can a government servant claim reimbursement for consultation fees paid to a Specialist doctor at a government hospital?
(A) Reimbursable if specialist consultation was advised in writing by the AMA.
(B) Non-reimbursable under any circumstances under Central Civil Services rules.
(C) Reimbursable only if the specialist consultant is a foreign citizen doctor.
(D) Reimbursable without submitting any supporting medical consultation records.

137. Under CGHS, what is the valid timeframe for submitting an OPD medical claim for reimbursement (where private purchase/treatment was permitted)?
(A) Within 3 months of treatment completion (extendable to 6 months with approval)
(B) Within 10 years from the completion date of treatment or medicine purchase
(C) Within 1 day of purchasing medicines from authorized local chemist shops
(D) At any time prior to completing 60 years of service or superannuation date

138. Under CGHS, what is the policy regarding treatment of cancer at specialized empanelled cancer hospitals (like Tata Memorial / specialized centers)?
(A) Covered at CGHS cancer package rates with full cashless facility for eligible categories.
(B) Specialized cancer oncology treatment is strictly excluded from CGHS reimbursement rules.
(C) Reimbursable up to a flat monetary limit of Rs. 500 only per chemotherapy session.
(D) Covered exclusively if the patient travels abroad for specialized oncology procedures.

139. Which authority is empowered to approve ex-post-facto relaxation of medical rules for reimbursement of full actual expenses incurred in life-threatening emergency cases exceeding CGHS rates?
(A) Ministry of Health and Family Welfare in consultation with Department of

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DDO
(B) Disbursing the claimed cash amount immediately from personal savings bank account prior to departmental audit verification.
(C) Perform major surgical procedures and clinical consultations in public dispensaries
(D) Frame national medical treatment guidelines and empanelment package tariff rates

125. Under CGHS rules, what is the policy regarding blood transfusion charges incurred during emergency hospitalization?
(A) Reimbursable at CGHS rates / actual government blood bank charges
(B) Non-reimbursable under any circumstances under current medical rules
(C) Reimbursable only if blood units are imported from overseas blood banks
(D) Flat reimbursement of Rs. 50 per unit regardless of processing fee billed

126. Which of the following forms is used by a DDO to draw medical reimbursement amounts from Treasury/PAO under Central Government Account Rules?
(A) Fully Vouched Contingent Bill Form (GAR 29)
(B) Form GFR 12-C Utilization Certificate Format
(C) Form CPWD 8 Standard Works Contract Agreement
(D) Form TR 5 Treasury Receipt Acknowledgement

127. Under CGHS, can a serving employee choose to pay CGHS contribution on an annual basis or monthly salary deduction?
(A) Deducted monthly from salary by DDO based on Pay Level
(B) Paid as lump-sum 10 years contribution in cash at entry
(C) Paid directly to private empanelled hospital accounting desk
(D) No monthly or annual contribution is paid by serving staff

128. What is the consequence if a serving government servant conceals the employment/income status of a dependent child and continues to claim CGHS medical benefits for them after they exceed the income ceiling?
(A) Recovery of expenditure with interest, card cancellation, and CCS (CCA) Rules disciplinary proceedings.
(B) Award of commendation certificate and special monetary incentive grant by the administrative department.
(C) Automatic promotion to the next higher grade pay level in Pay Matrix without Departmental Promotion Committee.
(D) Exemption from future personal income tax deductions administered by Central Board of Direct Taxes.

129. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Under CGHS rules, a female employee can choose to include her parents-in-law in her CGHS card instead of her biological parents.
Reason (R): The choice between biological parents and parents-in-law is a one-time option given to female government employees subject to financial dependency conditions.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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130. Under CS (MA) Rules, 1944, what is the primary role of the Head of Office (HOO) in processing medical claims?
(A) Scrutinizing vouchers, verifying AMA authorization, checking rates, and passing claims within delegated powers.
(B) Diagnosing the clinical disease conditions and prescribing medical treatment protocols to government employees.
(C) Operating a private retail pharmacy dispensary within the official educational institution premises.
(D) Approving national pharmaceutical drug retail prices in consultation with the Health Ministry.

131. Which of the following diagnostic procedures under CGHS requires prior formal permission if performed in a private empanelled center for a serving employee (non-emergency)?
(A) High-end tests like PET-CT Scan / specialized MRI per CGHS circulars
(B) Routine hemoglobin blood count test

DDO
(B) The local elected Municipal Councilor of the ward
(C) The Station House Officer (SHO) of local police station
(D) The Branch Manager of nearest State Bank of India

73. Which document serves as proof of non-availability of prescribed medicines in a government hospital dispensary under CS (MA) Rules, 1944?
(A) Non-Availability Certificate (NAC) issued by hospital store/dispensary
(B) Official Casual Leave Sanction Order approved by Head of Department
(C) Character Certificate issued by Gazetted Officer of Grade Pay 4600
(D) Stock Register Entry Page verified by Internal Audit Inspection Team

74. What is the policy regarding coverage of continuous renal dialysis under CGHS?
(A) Covered at CGHS package rates in empanelled hospitals/centers
(B) Completely excluded from CGHS medical coverage rules
(C) Reimbursable up to a maximum of 3 dialysis cycles in lifetime
(D) Covered exclusively for male serving civil service employees

75. Are organ transplant procedures (such as Kidney or Liver transplant) permissible for reimbursement under CGHS?
(A) Permissible subject to prior approval of competent medical authority and prescribed ceiling rates
(B) Strictly prohibited under all circumstances under Central Civil Services medical provisions
(C) Covered only if the organ tissue is purchased directly from licensed commercial market vendors
(D) Reimbursable up to a flat ceiling rate of Rs. 10,000 only regardless of procedure costs

76. What is the full form of NABL in the context of CGHS laboratory empanelment?
(A) National Accreditation Board for Testing Laboratories
(B) National Association of Biological and Chemical Laboratories
(C) New Accreditation Bureau for Medical Diagnostic Laboratories
(D) National Agency for Biomedical Testing and Research Licensing

77. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Under CGHS rules, disabled dependent children above 25 years of age continue to receive medical benefits under their parents' card.
Reason (R): The rules recognize that permanent physical or mental disability impairs earning capacity, justifying lifelong dependency benefits.
In the context of the above statements, which one of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

78. Under CGHS, if a serving employee needs emergency medical treatment while on official tour in another CGHS-covered city, how can they avail CGHS services?
(A) By showing valid CGHS Plastic Card at local Wellness Centre or empanelled hospital
(B) They cannot avail any medical care facilities outside their designated home station city
(C) Must return immediately to home station before taking any outpatient or inpatient treatment
(D) Must buy a new temporary CGHS plastic card at the official tour station dispensary

79. What is the status of treatment taken at Private Unrecognized / Non-empanelled hospitals in NON-EMERGENCY situations under CGHS / CS (MA) Rules?
(A) Strictly non-reimbursable
(B) Reimbursable at double the bill amount
(C) Sanctioned automatically by PAO
(D) Reimbursable up to 80% of actual cost

80. A retired Vice-Principal drawing pension in Delhi holds a Lifetime CGHS Card. He visits a CGHS Wellness Centre for consultation, where the Medical Officer refers him to an empanelled eye hospital for cataract surgery. The empanelled hospital demands Rs. 20,000 advance cash deposit upfront for the cashless credit procedure. What is the correct rule provision in this situation?

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Expenditure
(B) Head of School acting as the Drawing and Disbursing Officer (DDO) of the institution
(C) Local Municipal Health Officer of the concerned urban administrative district
(D) Controller of Examinations of the affiliated educational board authority

140. Under CGHS, what is the provision for issuing medicines for beneficiaries going to another city within India for temporary stay?
(A) Medicines can be issued for up to 3 months by CMO In-charge upon showing travel proof.
(B) No advance medicines can be issued under any circumstances for temporary travel stay.
(C) Beneficiary must buy all medicines from open retail market without any reimbursement.
(D) Beneficiary must surrender CGHS card to local wellness centre prior to departure.

141. Under CS (MA) Rules, 1944, what happens if a government employee submits false or fabricated medical bills for reimbursement?
(A) Claim invalidation, recovery of drawn amounts, CCS (CCA) disciplinary action, and potential prosecution.
(B) Issued a minor administrative warning in service record without initiating any financial recovery process.
(C) Grant of an additional medical advance to cover costs incurred during submission of medical bills.
(D) Transfer to preferred home district station as an administrative convenience measure by department.

142. Under CGHS rules, what is the subscription rate structure for serving employees based upon?
(A) Corresponding Pay Level in Pay Matrix per 7th CPC recommendations
(B) Chronological age of government employee at time of subscription
(C) Total number of dependent children registered on the card facility
(D) Gender and marital status of government employee in service record

143. Under CS (MA) Rules, 1944, what is the status of treatment taken in a State Government Hospital by a Central Government employee posted in that State?
(A) Recognized and treated on par with Central Government hospital treatment
(B) Strictly non-reimbursable under Central Civil Services medical rules
(C) Reimbursable only up to 10% of total inpatient hospital bill expenses incurred
(D) Subject to mandatory prior approval by the Governor of the State

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144. Which digital health initiative connects CGHS cards with national digital health accounts in India?
(A) ABDM / ABHA ID integration
(B) PM-KISAN Agriculture Portal
(C) E-Shram Unorganized Worker Portal
(D) SWAYAM Online Education Portal

145. What is the requirement when a CGHS beneficiary loses their original CGHS card and applies for duplicate card online?
(A) Payment of prescribed nominal fee for duplicate card with self-declaration/police report as required.
(B) Mandatory re-appearing for Union Public Service Commission civil services recruitment examination.
(C) Mandatory cash deposit of one full year basic salary as financial penalty to Treasury account.
(D) Obtaining physical security clearance certificate from the Ministry of Law and Justice desk.

146. Under CGHS rules, what is the maximum validity of a general specialist OPD consultation referral issued by a CGHS Wellness Centre Medical Officer?
(A) 3 months for prescribed consultations (as per extant guidelines)
(B) 10 years from the date of issue by the local CGHS Wellness Centre
(C) 1 day only from date of issuance by Medical Officer
(D) Lifetime validity without requiring fresh consultation

147. Under CS (MA) Rules, 1944, are testing charges for laboratory investigations conducted in recognized government laboratories reimbursable?
(A) Reimbursable as per prescribed official schedule of rates
(B) Completely non-reimbursable under any service provisions
(C) Reimbursable exclusively for serving gazetted civil officers

must issue a formal Non-Availability Certificate confirming stock absence.

63. (D) Procured through Empanelled Local Chemist (ELC) or authorized for local purchase to supply beneficiary.
When a prescribed medicine is temporarily out of stock at a Wellness Centre, it is procured through an Empanelled Local Chemist or acquired via authorized local purchase mechanisms. This administrative workflow ensures that beneficiaries receive necessary prescribed medications directly from the dispensary without incurring out-of-pocket expenses for covered items.

64. (A) Both A and R are true and R is the correct explanation of A
Serving civil servants residing in scheme-covered locations are legally barred from claiming medical reimbursement under the Central Services Medical Attendance Rules 1944. This restriction exists because medical attendance rules explicitly exclude geographical territories where the health scheme is operational, establishing mutually exclusive jurisdictional domains for public health administration.

65. (B) Self-declaration / income certificate showing income does not exceed Rs. 9,000 + DA/DR per month.
To include dependent parents on a healthcare card, a government employee must submit an income certificate or self-declaration confirming that each parent's monthly income from all sources does not exceed nine thousand rupees plus applicable Dearness Relief, fulfilling statutory dependency thresholds defined under civil service medical regulations.

66. (D) Eligible dependents (e.g. family pensioner spouse) can continue coverage by applying for Family Pensioner card.
If a government employee passes away during active service, eligible dependent family members, such as the surviving spouse drawing a family pension, can maintain healthcare benefits. They must submit a formal application to convert the primary employee card into a Family Pensioner card, ensuring uninterrupted medical care access.

67. (A) Mental health treatments and psychiatric care are covered in government and empanelled hospitals under CGHS.
Mental health disorders and psychiatric treatments are fully recognized and covered under central civil healthcare rules. Beneficiaries can access outpatient consultations, psychiatric clinical therapies, and inpatient hospital admissions at government hospitals and empanelled healthcare facilities, ensuring comprehensive coverage for mental healthcare under approved package rate frameworks.

68. (C) Sanction reimbursement at CGHS rates after verifying emergency and original bills.
If an empanelled hospital improperly charges cash during an emergency procedure instead of extending cashless credit, the Head of School as Drawing and Disbursing Officer must process the claim. Reimbursement is sanctioned at approved package rates after verifying original medical bills, emergency certificates, and clinical discharge summaries.

69. (A) Restricted to actual days needed for emergency stabilization as certified by treating doctors/SMB.
In emergency hospitalizations at non-empanelled facilities, room rent reimbursement is strictly limited to the duration required for clinical stabilization, as certified by attending physicians or medical boards. Once the patient is medically stabilized, reimbursement at non-empanelled facilities ceases, requiring transfer to a recognized or government institution.

70. (A) I, II and III only
Fixed Medical Allowance of one thousand rupees per month is granted to pensioners residing in non-covered areas. Recipients can additionally obtain scheme cards specifically for inpatient hospitalization in empanelled hospitals by paying prescribed contributions. However, serving employees in metropolitan cities are governed by active civil schemes rather than fixed allowances.

71. (A) Paying prescribed CGHS pensioner contribution for IPD facility
Pensioners living in non-covered locations who receive Fixed Medical Allowance can secure inpatient hospital treatment coverage by applying for a specialized inpatient healthcare card. This benefit requires paying the prescribed pensioner contribution based on their pay level,

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ANSWERS

1. (B) Central Services (Medical Attendance) Rules, 1944
The Central Services Medical Attendance Rules 1944 regulate medical care and treatment provisions for Central Government civil service employees residing in areas not covered by the Central Government Health Scheme. These rules define entitlements for medical consultation, hospital treatment, and reimbursement, ensuring serving officials and their eligible families receive essential healthcare support outside designated scheme areas.

2. (D) Railway employees and Armed Forces personnel
The Central Services Medical Attendance Rules 1944 exclude specific categories of public servants who are governed by dedicated medical codes. Railway employees receive medical care through Railway Medical Rules, whereas Armed Forces personnel are covered under defense medical services regulations. Consequently, these cadres fall outside the purview of standard Union civil medical attendance rules.

3. (A) A medical officer of the State or Central Government station/hospital designated to cater to the employee in that area
Under the Central Services Medical Attendance Rules 1944, an Authorized Medical Attendant is an appointed medical officer from a government hospital or station designated to provide medical treatment to government servants in a specific area. Serving personnel must consult these authorized government doctors to ensure their medical treatment, prescriptions, and official claims remain valid.

4. (C) To provide comprehensive medical care facilities to Central Government employees, pensioners, and their dependent family members
The Central Government Health Scheme was established to offer comprehensive healthcare services to Union civil employees, retirees, and their eligible family members. It functions as a welfare-oriented health delivery framework providing outpatient consultations, specialized inpatient hospital treatment, diagnostic facilities, and pharmaceutical distribution through dedicated dispensaries and recognized empanelled healthcare institutions nationwide.

5. (A) Reject the claim as CS (MA) Rules do not apply in CGHS areas and non-emergency treatment at non-empanelled clinics is non-reimbursable.
In areas covered by the Central Government Health Scheme, the Central Services Medical Attendance Rules are non-applicable. Furthermore, non-emergency medical treatment obtained at non-empanelled private clinics does not qualify for financial reimbursement. Beneficiaries residing in covered areas must utilize recognized wellness centers or empanelled facilities to ensure their routine outpatient expenses are eligible for claim settlement.

6. (C) 1954
The Central Government Health Scheme was initially launched in the year 1954 in Delhi as a pilot initiative. Designed to provide comprehensive healthcare coverage to Union civil employees and their dependents, the scheme progressively expanded its geographic footprint, institutional framework, and beneficiary base across numerous major metropolitan cities throughout India over subsequent decades.

7. (B) Serving Central Government employees and pensioners residing in CGHS-covered cities
Central Government Health Scheme coverage is available primarily to serving civil employees, Union pensioners, and their eligible dependent family members who reside within designated covered cities. The framework ensures structured healthcare delivery through specialized dispensaries and empanelled institutions, excluding state employees, private corporate personnel, and daily-wage contractual workers from direct enrolment.

8. (A) I and II only
Central Civil Estimates pensioners residing in covered areas can obtain lifetime healthcare cards upon paying prescribed lump-sum subscriptions. Employees under the Delhi Government are also covered following official adoption of these provisions. However, officers serving in non-

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(D) Reimbursable up to a flat fee limit of Rs. 5 per test bill

148. What is the primary administrative duty of the Drawing and Disbursing Officer (DDO) before passing a medical reimbursement bill of a staff member?

(A) Verifying original bills, essentiality certificate, rate correctness against approved schedule, and budget availability.

(B) Disbursing the claimed cash amount immediately from personal savings bank account prior to departmental audit verification.

(C) Forwarding all original medical treatment bills to private commercial insurance underwriting companies.

(D) Publishing details of all individual medical reimbursement bills in prominent local daily newspapers.

149. Under CGHS, if a patient is referred for cardiac surgery (e.g. CABG) at an empanelled hospital, what does the package rate cover?

(A) Complete surgery, OT, ICU, routine pre/post-operative care, medicines during stay, and room rent.

(B) Only post-discharge stay accommodation at luxury commercial hotel facilities located near hospital.

(C) Only operating surgeon's personal transport and travel allowance charges for attending duty.

(D) Pre-surgery foreign vacation travel package expenditure sanctioned for patient family members.

150. Which statutory rule set specifically governs medical attendance provisions for Central Civil Services personnel residing in non-CGHS areas?

(A) Central Services (Medical Attendance) Rules, 1944

(B) Central Civil Services (Classification, Control and Appeal) Rules, 1965

(C) General Financial Rules, 2017

(D) Fundamental Rules and Supplementary Rules (FR SR) Part I

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to submit medical reimbursement claims for self-treatment. This form captures personal service details, clinical diagnosis, list of prescribed medicines, consultation fees, and total claim amounts required for official departmental verification and financial audit.

18. (D) Rule 6 of CS (MA) Rules, 1944 governing emergency treatment
Reimbursement claims arising from acute emergency treatment taken at private non-empanelled facilities in non-covered districts are governed by Rule 6 of the Central Services Medical Attendance Rules 1944. This provision permits financial settlement when emergency circumstances prevent access to government hospitals, provided proper medical documentation and emergency certificates validate the immediate treatment necessity.

19. (B) 3 months (extendable with competent authority approval)
Under civil medical attendance rules, serving employees are generally required to submit reimbursement claims within three months following completion of medical treatment or hospital discharge. Submissions beyond this standard three-month period require formal administrative condonation of delay, supported by valid justifications and official sanction from the competent department head or controlling administrative authority.

20. (A) I, II and III only
During life-threatening emergencies, beneficiaries can seek immediate admission at any private non-empanelled hospital. Financial reimbursement for such emergency treatment remains restricted to city-specific approved package rates, and presenting a formal emergency certificate from the treating hospital is mandatory. Submitting unsupported claims without valid bills or clinical documents is strictly impermissible under operational guidelines.

21. (A) Ministry of Health and Family Welfare in consultation with Department of Expenditure
The administrative Ministry of Health and Family Welfare, in consultation with the Department of Expenditure, holds the ultimate authority to relax statutory medical provisions. This discretionary power allows full financial reimbursement exceeding standard package rates in exceptional, life-threatening emergency cases where complex inpatient care strictly demanded specialized expenditure beyond regular prescribed ceilings.

22. (D) Pensioners, Freedom Fighters, and serving employees in emergency or permitted indoor care
Cashless credit treatment facilities at empanelled hospitals and diagnostic centers are directly extended to specific categories including central pensioners, freedom fighters, and serving employees undergoing permitted indoor care or emergency hospitalization. This system ensures eligible beneficiaries receive necessary specialized medical treatment without making upfront out-of-pocket cash payments to treating health facilities.

23. (B) UTI Infrastructure Technology Services Limited (UTIITSL)
UTI Infrastructure Technology Services Limited serves as the designated Bill Processing Agency and Third Party Administrator for managing healthcare claims. This agency scrutinizes, audits, and processes electronic credit bills submitted by empanelled private hospitals and diagnostic centers, ensuring accurate financial settlements according to approved package rates and administrative regulations.

24. (C) Obtaining a referral from the CGHS Medical Officer / CMO In-charge
To consult a specialist at an empanelled private hospital for a non-emergency routine procedure, a serving beneficiary must first obtain a formal medical referral from a CGHS Medical Officer or Chief Medical Officer In-charge. This administrative referral ensures that specialist consultations and secondary care procedures align with established clinical guidelines.

25. (A) Both A and R are true and R is the correct explanation of A
Medical referrals issued by medical officers for specialized consultation at empanelled institutions maintain validity for a defined period, typically three months. This temporal validity ensures that clinical evaluations reflect current health conditions while systematically preventing outdated diagnostic requests and unauthorized repetitive consultations over extended durations, thereby maintaining proper administrative oversight over healthcare delivery.

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are reimbursable at approved package rates in empanelled centers or government hospitals. However, purely cosmetic dental procedures, structural aligners, and expensive aesthetic fittings remain strictly excluded from financial reimbursement under rules.

45. (A) I and III only
Stepchildren meeting age and dependency criteria, as well as dependent divorced daughters residing with government employees, qualify for healthcare coverage under civil service rules. However, real brothers above eighteen years do not receive automatic lifelong inclusion, and married daughters residing with parents are generally excluded from dependent medical benefit entitlements.

46. (C) Either may pay subscription for a joint family card, or both hold separate cards with dependents on one card.
When both husband and wife are civil employees eligible for healthcare coverage, they may choose to hold a joint family card under one spouse's subscription or maintain individual cards. Dependent children can be attached to either parent's card, but double subscription deductions for the same dependents are strictly avoided under administrative rules.

47. (D) Valid till superannuation/retirement, subject to continued service and subscription deduction
An official plastic healthcare card issued to a serving Central Government employee remains valid until the officer's date of superannuation or retirement. This validity is subject to continuous government service, regular monthly subscription deductions from salary, and periodic administrative updates regarding dependent family eligibility status maintained in the service record.

48. (C) CGHS Plastic Card along with official referral or permission letter from CGHS Medical Officer
Eligible beneficiaries seeking credit admission for elective inpatient procedures at empanelled private hospitals must present their valid plastic healthcare card alongside an official referral or permission letter issued by a Medical Officer. Presenting these mandatory administrative documents enables the empanelled hospital to verify entitlement and provide cashless indoor care.

49. (B) Major procedures like Joint Replacement, Organ Transplant, or IVF treatment
Specialized surgical interventions such as joint replacement, organ transplantation, and assisted reproductive treatments like IVF require prior formal approval from competent administrative and medical authorities. Beneficiaries must obtain official permission based on specialized medical board recommendations before undergoing these high-cost elective procedures in empanelled private hospitals.

50. (D) Reimbursement claim for medical treatment of dependent family members of government servants
Under the Central Services Medical Attendance Rules 1944, Form B is the standardized claim application used by serving civil servants to claim reimbursement for medical treatment provided to their eligible dependent family members. It captures clinical diagnostics, itemized treatment expenses, consultation details, and required Essentiality Certificates for official financial audit.

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51. (A) Both A and R are true and R is the correct explanation of A
Separate billing for routine hospital diets during indoor treatment is generally non-reimbursable for serving employees unless explicitly incorporated into approved package rates. Because standard package agreements for inpatient procedures already bundle room accommodation, nursing services, and basic patient dietary provisions, separate supplementary claims for routine meals are disallowed during audit.

52. (C) Restricted to CGHS rates for that city, or actuals, whichever is lower
When a serving civil servant undergoes emergency medical treatment at a private non-empanelled hospital, reimbursement of expenses is restricted to the approved city-specific package rates or the actual billed expenditure, whichever amount is lower. Financial claims are strictly audited against approved price schedules to ensure standard public fund regulation.

53. (A) As per ceiling rates fixed by CGHS / NPPA for specific implants
Reimbursement for artificial limbs, joint prostheses, cardiac stents, and orthopedic implants is regulated according to monetary ceiling rates established by health authorities

under civil healthcare rules. Reimbursement is limited exclusively to medically necessary therapeutic treatments, diagnostic evaluations, and clinically essential pharmaceutical prescriptions.

36. (C) CPGRAMS portal
The Centralized Public Grievance Redress and Monitoring System serves as the primary digital platform for lodging and resolving public grievances related to healthcare delivery and medical reimbursement claims. Beneficiaries can submit online complaints concerning service delays, dispensary operations, hospital billing disputes, or claim settlements for systematic administrative redressal and tracking.

37. (A) A monthly allowance paid to pensioners in non-CGHS areas lacking wellness center facilities for day-to-day OPD care
Fixed Medical Allowance is a designated monthly monetary amount paid to eligible central pensioners who reside in areas not covered by wellness centers. This allowance is intended to assist retirees in meeting daily ambulatory outpatient medical expenses in locations where direct scheme outpatient infrastructure and dispensary consultation services are unavailable.

38. (A) Both A and R are true and R is the correct explanation of A
Central Government pensioners living in locations outside the scheme network receive a Fixed Medical Allowance alongside their regular monthly pension. This financial allowance specifically addresses day-to-day routine outpatient expenses, catering to healthcare requirements where dedicated wellness center infrastructure and primary consultation facilities are absent in the local geographic region.

39. (C) Rs. 1,000 per month
Following recommendations of the Seventh Central Pay Commission, the Fixed Medical Allowance rate for eligible central pensioners residing in non-covered areas was revised to one thousand rupees per month. This monthly grant is disbursed directly through pension disbursing authorities to assist retirees with routine outpatient medical expenses in non-covered regions.

40. (C) No, a pensioner cannot draw FMA while availing CGHS OPD facility; they must select one option.
Pensioners residing in non-covered locations cannot simultaneously draw Fixed Medical Allowance and utilize scheme outpatient dispensary facilities. Administrative guidelines require retirees to choose between receiving the monthly fixed allowance or opting for comprehensive outpatient dispensary access, thereby preventing duplicate financial and operational benefits under the central civil healthcare framework.

41. (D) Essentiality Certificate (Form A / Form B)
Under the Central Services Medical Attendance Rules 1944, an Essentiality Certificate signed by the Authorized Medical Attendant is mandatory for reimbursement. Form A or Form B certifies that prescribed medicines, diagnostic tests, and clinical procedures were strictly necessary for curing or preventing serious disease, validating the expenditure during financial audit checks.

42. (A) Return claim to applicant to seek condonation of delay from competent authority with valid justification
When a medical reimbursement claim is submitted beyond the prescribed three-month time limit without explanatory justification, the Drawing and Disbursing Officer must return the claim. The employee must formally apply for condonation of delay, providing valid reasons to obtain official sanction from the competent administrative authority before processing can resume.

43. (B) Local Advisory Committee (LAC)
A Local Advisory Committee is constituted at the individual Wellness Centre level to oversee local operations. Comprising medical officers, staff representatives, and beneficiary delegates, this committee meets periodically to discuss operational difficulties, address localized service grievances, review medicine availability, and suggest practical measures to enhance healthcare service delivery in the dispensary.

44. (B) Specified procedures like extractions, RCT, and fillings are covered at CGHS rates in empanelled centers.
Dental treatments involving essential therapeutic procedures such as tooth extractions, root canal treatments, fillings, and gum surgeries

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covered locations are governed by civil medical attendance rules rather than compulsory enrollment in this specific scheme.

9. (D) Chief Medical Officer (CMO) In-charge
The Chief Medical Officer In-charge functions as the executive administrative and technical head of an individual Wellness Centre. This officer oversees daily dispensary operations, patient consultations, drug distribution, staff management, referral processing, and localized grievance handling, ensuring that primary healthcare services are efficiently delivered to registered beneficiaries within the designated local jurisdiction.

10. (A) Providing primary healthcare, dispensing medicines, issuing referrals, and basic diagnostic services
Wellness Centres function as primary healthcare nodes within the medical administration infrastructure. Their operational responsibilities include conducting general outpatient medical consultations, issuing prescribed pharmaceutical medications, carrying out preliminary laboratory diagnostic tests, and issuing official specialized referrals for advanced secondary or tertiary treatment at empanelled private hospitals or government institutions.

11. (B) Empanelled private hospitals, diagnostic centers, and dental clinics offering specialized care
A Health Care Organisation within this system refers to private medical institutions, specialized diagnostic centers, and dental clinics officially empanelled to deliver medical care. These entities sign formal service agreements to provide outpatient consultations, inpatient stays, and diagnostic procedures to registered beneficiaries at pre-determined government package rates and standard care protocols.

12. (A) Both A and R are true and R is the correct explanation of A
Empanelled healthcare institutions are legally required to provide medical treatment to beneficiaries according to approved government package rates. This mandatory compliance stems directly from the formal Memorandum of Agreement executed between the facility and health administrators, which legally binds the private institution to observe approved rates and administrative guidelines without imposing extra charges.

13. (A) NABH and NABL accreditation bodies
Quality accreditation for private hospitals and diagnostic laboratories seeking empanelment is granted by specialized national accreditation bodies. The National Accreditation Board for Hospitals and Healthcare Providers assesses clinical care facilities, while the National Accreditation Board for Testing and Calibration Laboratories evaluates diagnostic testing standards, allowing accredited entities to qualify for enhanced tariff tiers.

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14. (C) 9-digit Beneficiary ID number
Every beneficiary is assigned a unique nine-digit Beneficiary ID number embedded on their official plastic healthcare card. This distinct identifier is used for digital record integration, scheduling online dispensary appointments, tracking medical histories, issuing specialized hospital referrals, and processing electronic claims and billing statements across all empanelled health centers nationwide.

15. (D) Must surrender/transfer the card as per rules and claim medical benefits under CS (MA) Rules or FMA as applicable
When a serving employee transfers from a covered city to a non-covered station, they must formally surrender or transfer their active healthcare card according to established administrative regulations. Subsequent healthcare entitlements in the new non-covered station are regulated under the Central Services Medical Attendance Rules or fixed medical allowance provisions as applicable.

16. (C) UMANG App and DigiLocker
Beneficiaries can digitally access and download their verified electronic healthcare cards using national digital platforms such as the UMANG Mobile Application and DigiLocker. These digital repositories provide secure electronic authentication, allowing government employees and pensioners to retrieve, store, and present official medical entitlement cards seamlessly on mobile electronic devices.

17. (B) Form A
Under the Central Services Medical Attendance Rules 1944, Form A is the prescribed application document used by serving government servants

and the National Pharmaceutical Pricing Authority. Expenditure incurred beyond these prescribed statutory limits must be borne by the beneficiary unless special administrative relaxation is officially granted.

54. (D) Reimbursable if certified by attending doctor as essential due to critical condition.
Ambulance transportation expenses incurred during medical emergencies are reimbursable provided the attending doctor formally certifies that patient movement in a specialized emergency ambulance was clinically essential due to the critical health condition. Financial settlement covers transit to the nearest suitable hospital equipped to provide required emergency medical care.

55. (B) Restricted to CGHS rate of Rs. 8,50,000; excess requires Ministry relaxation on Medical Board recommendation.
Financial reimbursement for emergency treatment taken at non-empanelled facilities is restricted to approved package rates, capping standard reimbursement at eight hundred fifty thousand rupees. Any financial claim exceeding approved rates requires formal relaxation sanction from the Ministry of Health and Family Welfare following specialized medical board scrutiny and expenditure review.

56. (C) An advance payment sanctioned to meet estimated indoor medical treatment expenses for major illnesses
A Medical Advance is a financial disbursement granted to serving civil servants to meet estimated indoor hospitalization expenses for major illnesses or surgeries. It prevents personal financial hardship during severe medical crises by providing direct funds prior to final treatment billing, which are subsequently adjusted upon submission of medical vouchers.

57. (C) 90% (or prescribed ceiling as per guidelines)
A Medical Advance can be sanctioned up to ninety percent of the total estimated cost of indoor hospital treatment, as certified by the hospital or authorized doctor. This financial advance assistance provides substantial immediate funds for major medical interventions, with the remaining balance settled during final bill adjustment after discharge.

58. (D) I, II and III
Medical advances can be granted for inpatient treatment as well as prolonged outpatient care like cancer therapies. Funds are disbursed directly to empanelled hospitals or employees as required. Following discharge or treatment completion, the employee is required to submit final adjustment bills and original vouchers within one month.

59. (B) Surrender CGHS OPD facility/card and apply for Fixed Medical Allowance (FMA) as per rules
When a pensioner permanently changes residence from a covered city to a non-covered location, they must surrender their scheme outpatient card facility to local authorities. The retiree can then submit a formal application to their pension disbursing authority to draw the monthly Fixed Medical Allowance according to pension regulations.

60. (B) Ministry of Health and Family Welfare
The Ministry of Health and Family Welfare serves as the primary administrative authority responsible for framing, updating, and administering medical rules, including scheme regulations and civil medical attendance rules. It issues policy guidelines, revises package rates, manages empanelment processes, and oversees public health administration for civil servants nationwide.

61. (A) Tests must be referred by CGHS Medical Officer/Specialist and done at empanelled centers at CGHS rates.
Advanced diagnostic investigations, such as MRI or CT scans, require an official referral from a Medical Officer or specialist. The tests must be performed at recognized empanelled diagnostic centers, which are bound to charge according to approved package rates, ensuring structured diagnostic evaluation and financial regulation.

62. (C) Reimbursable if certified non-available in dispensary and prescribed by Authorized Medical Attendant (AMA).
Costs incurred for purchasing medicines from private local chemists under civil medical attendance rules are reimbursable if two conditions are met. The medicines must be prescribed by an Authorized Medical Attendant, and the official hospital or dispensary store

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26. (B) Rs. 9,000 + Dearness Relief
For family members other than a spouse to qualify as dependent beneficiaries under healthcare guidelines, their monthly income from all sources must not exceed nine thousand rupees plus applicable Dearness Relief. This specific financial threshold is applied during administrative verifications to determine eligibility for official dependent status and healthcare card inclusion.

27. (B) Spouse of the employee
Under civil medical healthcare rules, the spouse of a government servant is automatically included within the official definition of family without being subjected to any financial income or dependency test. Unlike parents, children, or siblings, the spouse enjoys immediate eligibility for healthcare coverage solely by virtue of a valid marital relationship.

28. (C) 25 years (or until earning / marriage, whichever is earlier)
An unmarried son of a government servant remains eligible for healthcare coverage as a dependent family member up to twenty-five years of age. However, this coverage terminates automatically if the son marries or starts earning an income exceeding the prescribed financial dependency ceiling prior to attaining twenty-five years of age.

29. (C) Eligible till marriage/remarriage or earning above the ceiling, with no upper age limit
Unmarried, widowed, or divorced daughters of government employees are eligible for dependent healthcare benefits without any upper age limit. Their entitlement continues indefinitely provided they do not marry or remarry, and their personal monthly income from all sources remains within the prescribed financial dependency ceiling set by administrative rules.

30. (C) Yes, a female employee may choose either her own parents or parents-in-law, subject to dependency conditions.
Female government employees possess the administrative option to include either their biological parents or their parents-in-law for healthcare card coverage. This entitlement is subject to standard financial dependency criteria and co-residence conditions, allowing the female officer to select one set of parents based on family circumstances and administrative declarations.

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31. (D) No upper age limit, subject to benchmark disability and dependency criteria
Dependent children suffering from permanent physical or mental benchmark disabilities enjoy lifelong healthcare coverage under their parents' medical entitlement card. There is no upper age restriction for such disabled children, provided valid medical certificates from designated government boards confirm the qualifying permanent incapacity and financial dependency conditions are fulfilled.

32. (C) Based on Basic Pay in the Pay Matrix
Entitlement to specific hospital ward categories, such as general, semi-private, or private wards in empanelled healthcare facilities, is determined strictly by the serving employee's Basic Pay in the Pay Matrix. Pay level thresholds established under pay commission revisions dictate the exact accommodation category accessible during elective indoor hospitalization stays.

33. (A) I and II only
Retiring civil servants residing in covered locations can secure lifetime healthcare entitlement by paying a lump-sum contribution equal to ten years of subscription, or choose annual renewals. Pensioners residing in non-covered locations are not permanently barred, as they can acquire healthcare cards for inpatient care or switch coverage upon changing official residence.

34. (D) Yes, AYUSH treatment is covered via designated CGHS dispensaries and empanelled AYUSH hospitals.
Indian Systems of Medicine and Homoeopathy, collectively termed AYUSH, are fully recognized and covered under the Central Government Health Scheme. Beneficiaries can access outpatient consultations, specialized treatments, and prescribed alternative medications through designated AYUSH dispensaries, specialized units, and recognized empanelled AYUSH healthcare hospitals and clinical centers across the country.

35. (A) Cosmetic procedures, vanity treatments, and non-prescribed nutritional supplements
Medical claims for elective cosmetic surgeries, aesthetic vanity procedures, plastic surgery performed for non-therapeutic purposes, and non-prescribed general nutritional supplements are strictly excluded from financial reimbursement

granting cashless indoor treatment access in empanelled hospitals while retaining monthly outpatient allowances.

72. (A) The Head of Office / Principal acting as DDO
The Head of Office or Principal acting as Drawing and Disbursing Officer is empowered to countersign medical reimbursement bills of non-gazetted school employees. The officer verifies clinical vouchers, essentiality certificates, and fee receipts against statutory rules before submitting the audited claim to the Pay and Accounts Office for financial disbursement.

73. (A) Non-Availability Certificate (NAC) issued by hospital store/dispensary
A Non-Availability Certificate issued by the official government hospital store or dispensary serves as documentary proof that prescribed medicines were out of stock. Submitting this certificate alongside medical bills and prescription slips is mandatory to claim reimbursement for medicines purchased from local private chemists under civil attendance rules.

74. (A) Covered at CGHS package rates in empanelled hospitals/centers
Continuous renal dialysis procedures required for treating end-stage renal disease are fully covered under central healthcare rules. Eligible beneficiaries can undergo outpatient or inpatient dialysis sessions at recognized empanelled hospitals and specialized diagnostic centers at pre-determined approved package rates, ensuring essential life-sustaining treatment without financial hardship.

75. (A) Permissible subject to prior approval of competent medical authority and prescribed ceiling rates
Major organ transplantation procedures, including kidney and liver transplants, are permissible for reimbursement under civil healthcare rules. Approval is contingent upon prior evaluation by a competent medical board and administrative sanction, with financial reimbursement strictly regulated according to statutory ceiling rates established for organ transplant surgeries.

76. (A) National Accreditation Board for Testing Laboratories
NABL stands for the National Accreditation Board for Testing and Calibration Laboratories. It is an autonomous quality assurance body that assesses and certifies formal technical competence in diagnostic laboratories, establishing standard quality metrics required for medical laboratory empanelment and higher tariff structure categorization under central health schemes.

77. (A) Both A and R are true and R is the correct explanation of A
Permanently disabled dependent children above twenty-five years remain eligible for healthcare benefits under their parents' healthcare card. This regulatory provision exists because benchmark physical or mental disabilities severely impair earning capacity, justifying lifelong financial dependency and continuous access to public healthcare coverage under central civil service welfare regulations.

78. (A) By showing valid CGHS Plastic Card at local Wellness Centre or empanelled hospital
A serving employee on official tour in another scheme-covered city can access medical facilities by presenting a valid plastic healthcare card. Local Wellness Centres provide outpatient care and medicines, while empanelled hospitals deliver emergency treatment, ensuring seamless nationwide healthcare access for government servants traveling outside home stations.

79. (A) Strictly non-reimbursable
Medical treatment voluntarily obtained at unrecognized or private non-empanelled hospitals during non-emergency situations is strictly non-reimbursable under civil healthcare rules. Beneficiaries must utilize designated wellness centers, government hospitals, or officially empanelled healthcare facilities for routine elective care to qualify for financial reimbursement or cashless credit benefits.

80. (A) Empanelled hospitals cannot demand cash advance from pensioners for permitted cashless indoor procedures per MoA.
Under the signed Memorandum of Agreement, empanelled private hospitals are strictly prohibited from demanding upfront cash advance deposits from eligible pensioners for permitted cashless indoor procedures. Hospitals must provide full credit treatment upon presentation

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necessity during financial pre-audit and claim processing.

137. (A) Within 3 months of treatment completion (extendable to 6 months with approval)
Outpatient medical reimbursement claims must be submitted within three months of completing treatment or purchasing prescribed medicines. Extant guidelines permit extension up to six months with approval from competent authorities, after which claims require formal administrative delay condonation before financial settlement can be processed.

138. (A) Covered at CGHS cancer package rates with full cashless facility for eligible categories.
Specialized oncology treatments, including chemotherapy, radiotherapy, and surgical oncology, are covered at approved cancer package rates. Eligible categories like pensioners receive full cashless credit facilities at empanelled specialized cancer hospitals, ensuring comprehensive, uninterrupted medical care for serious oncological conditions without financial distress.

139. (A) Ministry of Health and Family Welfare in consultation with Department of Expenditure
The Ministry of Health and Family Welfare, acting in consultation with the Department of Expenditure, possesses full authority to grant ex-post-facto relaxation of medical rules. This power enables full financial reimbursement for total actual expenses in life-threatening emergencies exceeding standard approved package rates.

140. (A) Medicines can be issued for up to 3 months by CMO In-charge upon showing travel proof.
When a beneficiary temporarily travels to another city within India, the Chief Medical Officer In-charge can issue prescribed maintenance medicines for up to three months. The beneficiary must present valid proof of travel, ensuring continuous pharmaceutical availability for chronic medical conditions during temporary relocation.

141. (A) Claim invalidation, recovery of drawn amounts, CCS (CCA) Rules disciplinary proceedings, and potential prosecution.
Submitting false or fabricated medical reimbursement bills leads to severe penalties under civil service rules. Consequences include immediate claim invalidation, full financial recovery of disbursed funds with interest, initiating formal disciplinary action under CCS Classification Control and Appeal Rules, and potential criminal prosecution for fraud.

142. (A) Corresponding Pay Level in Pay Matrix per 7th CPC recommendations
Healthcare subscription rates for serving civil servants are structured according to their corresponding Pay Level in the Pay Matrix under Seventh Pay Commission recommendations. Monthly salary deductions vary across pay tiers, establishing proportionate financial contribution rates for accessing comprehensive public healthcare benefits.

143. (A) Recognized and treated on par with Central Government hospital treatment
Under the Central Services Medical Attendance Rules 1944, medical treatment obtained in a State Government hospital by a Central Government employee posted in that state is fully recognized. Expenses incurred are treated on par with Central Government hospital treatment, qualifying for direct reimbursement under civil attendance regulations.

144. (A) ABDM / ABHA ID integration
The Ayushman Bharat Digital Mission connects healthcare cards with national digital health networks through Ayushman Bharat Health Account ID integration. This digital initiative links beneficiary health records across public and private healthcare ecosystems, enabling seamless electronic health data management, verification, and digital healthcare delivery nationwide.

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145. (A) Payment of prescribed nominal fee for duplicate card with self-declaration/police report as required.
When applying online for a duplicate healthcare card after losing the original, the beneficiary must pay a prescribed nominal fee. The digital application must be accompanied by an official self-declaration or police report copy, enabling administrative verification and prompt reissuance of the authenticated plastic health card.

146. (A) 3 months for prescribed consultations (as per extant guidelines)
A general specialist consultation referral issued by a Wellness Centre Medical Officer remains valid for three months under extant administrative guidelines. This validity period enables

90. (A) Both A and R are true and R is the correct explanation of A
Medical reimbursement claims under civil attendance rules must be supported by original itemized cash memos, payment receipts, and countersigned essentiality certificates. Strict financial propriety regulations mandate these documentary proofs to verify actual financial expenditure and certified medical necessity, thereby preventing improper disbursements and fraudulent reimbursement claims.

91. (A) All inclusive charges for admission, surgery, anesthesia, nursing, medicines, and routine follow-up
An approved surgical package rate represents an all-inclusive fee covering mandatory aspects of inpatient treatment. This includes hospital admission charges, operating surgeon fees, anesthesia, nursing care, routine inpatient medicines, surgical consumables, standard accommodation, and post-operative follow-up consultations specified under the standardized healthcare package agreement framework.

92. (A) Report loss/FIR, submit application with FIR copy, online fee payment proof, and documents to Additional Director (CGHS).
Upon losing a plastic healthcare card, a beneficiary must lodge a police report and apply for a duplicate card. The applicant submits a formal application accompanied by a copy of the police report, proof of online duplicate card fee payment, and service verification documents to the competent Additional Director office.

93. (A) Covered at CGHS AYUSH package rates subject to referral/permission guidelines
Medical treatment obtained at empanelled private AYUSH hospitals is reimbursable according to approved AYUSH package rates. Beneficiaries must comply with referral and prior permission guidelines issued by health authorities, ensuring alternative medical therapies like Ayurveda and Homoeopathy are received within regulated clinical and financial parameters.

94. (A) Reimbursable as per prescribed tariff rates under CS (MA) Rules
Consultation fees paid by serving employees during medical visits to an Authorized Medical Attendant's private consulting room are reimbursable under civil attendance rules. Reimbursement is strictly limited to prescribed official tariff rates, requiring the attending doctor to issue proper payment receipts and essentiality certificates for departmental claim settlement.

95. (A) I, II and III only
Every beneficiary is assigned a permanent nine-digit ID number used for online appointment bookings and electronic medical tracking. This unique identifier remains unchanged throughout the individual's lifetime within the healthcare system. Official promotions do not alter this permanent beneficiary ID, maintaining seamless continuity across digital health records.

96. (A) Basic Pay in Pay Matrix for serving staff / Basic Pension for pensioners
Hospital room category entitlement—such as general, semi-private, or private ward accommodation in empanelled facilities—is determined by the employee's Basic Pay in the Pay Matrix or the retiree's Basic Pension. Specific pay thresholds defined by pay commissions dictate the exact ward class accessible during elective inpatient hospitalization stays.

97. (A) Basic Pay above Rs. 63,100 per month (or prescribed ceiling)
Under Seventh Pay Commission guidelines, serving civil employees drawing a Basic Pay above sixty-three thousand one hundred rupees per month are entitled to Private Ward accommodation in empanelled private hospitals. This pay threshold qualifies beneficiaries for single-occupancy private room accommodation during indoor hospitalization stays.

98. (A) General Ward
Serving civil servants drawing a Basic Pay up to thirty-six thousand five hundred rupees per month are entitled to General Ward accommodation in empanelled private hospitals. Multi-occupancy general ward facilities are provided for elective indoor medical treatments, aligned with prescribed pay level categories under pay commission guidelines.

99. (A) Semi-Private Ward
Beneficiaries drawing a Basic Pay between thirty-six thousand five hundred one rupees and sixty-three thousand rupees per month qualify for Semi-Private Ward accommodation in empanelled private hospitals. This entitlement provides twin-sharing room accommodation

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118. (A) Specialist endorsement for prescribed protocol allows treatment cycles at CGHS rates without fresh referral for every cycle.
Under current healthcare guidelines, beneficiaries undergoing prolonged cancer treatments like chemotherapy do not require separate medical referrals for every treatment cycle. A specialist endorsement covering the overall treatment protocol permits the empanelled hospital to administer recurring chemotherapy cycles at approved package rates seamlessly.

119. (A) As per delegated powers under DFPR and health ministry notifications
Financial thresholds governing medical claim sanctions are established under the Delegation of Financial Powers Rules and health ministry notifications. Claims exceeding the monetary limit delegated to the Head of Office must be submitted to the Head of Department for formal scrutiny and financial sanction before payment disbursement.

120. (A) I, II and III only
Plastic healthcare cards feature the photograph and unique nine-digit ID of each registered beneficiary. Cardholders must report loss immediately to prevent misuse, as transferring a card to unauthorized individuals constitutes serious misconduct attracting disciplinary proceedings under conduct rules. However, these cards cannot function as commercial financial ATM cards.

121. (A) Governed by specific administrative instructions; CS (MA) Rules apply to regular government servants.
The Central Services Medical Attendance Rules 1944 apply primarily to regular government servants. Daily-wage casual workers granted temporary status are governed by specific administrative instructions issued by the nodal ministry, which define the extent of their medical treatment eligibility and financial reimbursement entitlements separately.

122. (A) Within 24 hours of admission (or as specified in CGHS MoA)
When a beneficiary is admitted to an empanelled private hospital for emergency treatment, the hospital must notify health authorities within twenty-four hours of admission. Uploading patient admission details onto the designated online portal within this timeframe is mandatory under empanelment agreements to validate cashless credit processing.

123. (A) Frames and spectacle glasses cost is non-reimbursable (except specific intraocular lenses or statutory exceptions).
Routine expenditure incurred on optical spectacle frames and corrective lenses is non-reimbursable under civil healthcare rules. Financial reimbursement for ophthalmic care is restricted strictly to surgical interventions, therapeutic treatments, and specialized intraocular lenses implanted during surgical cataract procedures at approved package rates.

124. (A) Pre-check, audit, and disbursement of medical reimbursement claims passed by DDO
The Pay and Accounts Office performs essential financial control by conducting pre-checks, auditing, and disbursing medical reimbursement claims passed by Drawing and Disbursing Officers. It verifies expenditure propriety, billing documentation, and budget authorization before releasing public funds to employees or healthcare institutions.

125. (A) Reimbursable at CGHS rates / actual government blood bank charges
Blood transfusion expenses and blood processing charges incurred during emergency hospitalization are reimbursable under civil healthcare rules. Financial reimbursement is calculated based on approved package rates or actual government blood bank service charges, ensuring essential blood component therapy during acute medical care is financially supported.

126. (A) Fully Vouched Contingent Bill Form (GAR 29)
Drawing and Disbursing Officers draw medical reimbursement funds from the Treasury or Pay and Accounts Office using the Fully Vouched Contingent Bill form, designated as GAR 29. This standardized financial form aggregates audited medical vouchers, essentiality certificates, and sanction orders to facilitate official public fund disbursement.

127. (A) Deducted monthly from salary by DDO based on Pay Level
Healthcare subscriptions for serving Central Government civil servants are deducted monthly from salary payments by the Drawing and Disbursing Officer. Subscription amounts

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109. (A) Up to 6 months (with visa copy and competent authorization)
For beneficiaries with chronic stable health conditions traveling abroad, a Medical Officer can prescribe up to six months of maintenance medications in a single visit. This extended supply requires presenting travel visa documentation, valid travel tickets, and formal authorization from competent health administrators prior to departure.

110. (A) The Authorized Medical Attendant (AMA) who treated patient
An Essentiality Certificate under civil medical attendance rules must be issued and signed by the Authorized Medical Attendant who treated the government servant or dependent. This certificate verifies that prescribed drugs, diagnostic tests, and clinical treatments were essential for the patient's recovery, validating financial reimbursement during audit processing.

111. (A) Provision exists for CMO/MO home visits for severely infirm beneficiaries unable to visit Wellness Centre per guidelines.
Administrative guidelines provide for home visits by Chief Medical Officers or Medical Officers for severely infirm, bedridden senior citizen beneficiaries who are physically unable to visit a Wellness Centre. Such domiciliary visits ensure essential primary clinical consultations and medicine prescriptions are made available to fragile patients at their residence.

112. (A) Reimbursable if taken from an Authorized Medical Attendant (AMA) or Government Hospital at that station.
If a government employee falls ill and receives medical treatment while on authorized leave away from station headquarters, expenses are reimbursable. The treatment must be obtained from an Authorized Medical Attendant or a government hospital at that temporary station, conforming strictly to standard civil medical attendance reimbursement provisions.

113. (A) Direct walk-in or online referral from Wellness Centre allows specialist consultation at AIIMS/Govt hospitals.
Registered beneficiaries can access specialized medical consultations at AIIMS or Central Government Hospitals through direct outpatient walk-ins or digital referrals issued by Wellness Centre medical officers. This process facilitates seamless entry to tertiary healthcare institutions for specialized diagnostic evaluation and advanced clinical treatment.

114. (A) To foster public participation, review dispensary stock, resolve grievances, and suggest operational improvements.
The Local Advisory Committee at a Wellness Centre facilitates structured interaction between administrative authorities and beneficiaries. Meeting regularly, it reviews medicine availability, evaluates dispensary hygiene, addresses localized public grievances, and recommends operational enhancements to improve primary healthcare delivery standards at the local facility.

115. (A) Special category CGHS plastic card entitling cashless treatment
Freedom Fighters and former Members of Parliament are issued special category plastic healthcare cards entitling them to comprehensive cashless medical treatment. These cards grant direct access to outpatient consultations, diagnostic evaluations, and inpatient hospitalization in empanelled hospitals without requiring out-of-pocket cash payments for approved procedures.

116. (A) Both A and R are true and R is the correct explanation of A
Serving Central Government personnel posted in non-covered locations do not receive Fixed Medical Allowance. Instead, their medical healthcare requirements are governed by the Central Services Medical Attendance Rules 1944, which provide for direct reimbursement of actual expenses incurred during consultations, diagnostic procedures, and hospital treatments.

117. (A) Reimbursable per fixed ceiling rates approved by Ministry on recommendation of ENT Specialist / Medical Board.
Reimbursement for essential hearing aids is permitted under civil medical rules up to monetary ceiling rates established by the ministry. Claims require formal recommendations from a government ENT specialist or medical board following audiometric evaluations, ensuring financial reimbursement covers necessary auditory assistive devices within approved limits.

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of valid healthcare cards and formal referral documents, submitting final bills directly for official processing.

81. (A) As per CGHS package rates for normal delivery / caesarean section
Reimbursement for maternity and delivery care in empanelled private hospitals is regulated according to established package rates for normal deliveries or caesarean sections. These comprehensive package rates cover room stay, obstetrician fees, nursing care, operation theatre charges, routine medications, and neonatal care provided during the delivery hospitalization stay.

82. (A) Toilet kits, admission fees, luxury items, and private attendant charges
Non-medical expenses included in hospital bills—such as luxury amenity charges, admission fees, private attendant costs, vanity kits, and special dietary requests—are non-reimbursable under civil service medical rules. Audit processing strictly excludes non-essential personal items, limiting financial settlement to clinically necessary medical procedures, diagnostic tests, and prescribed drugs.

83. (A) I and II only
Package rates for medical procedures are fixed periodically by the Ministry of Health and Family Welfare. Empanelled private hospitals sign formal agreements binding them to provide treatment at these approved rates. Charging beneficiaries higher fees than prescribed rates during peak seasons is strictly prohibited under terms of empanelment.

84. (A) Full reimbursement of eligible ward charges based on pay level entitlement
When a serving employee receives treatment in a government hospital located in a non-covered city, indoor ward charges are reimbursed based on the officer's pay level entitlement. Full reimbursement for eligible accommodation tiers is sanctioned under civil medical attendance rules upon presenting proper hospital bill receipts and discharge certificates.

85. (A) Within the submission timeline (e.g. 30 days from discharge) specified in MoA
Empanelled private hospitals providing credit treatment to eligible pensioners must submit electronic bills through the designated online portal within specified timeframes defined in the Memorandum of Agreement. Adhering to these submission deadlines, typically within thirty days from discharge, ensures efficient bill processing, financial auditing, and timely reimbursement settlements.

86. (A) Office of Additional Director (CGHS) of respective zone/city
Official plastic healthcare cards for serving personnel and pensioners are processed and issued by the Office of the Additional Director within their respective zonal jurisdiction. This authority verifies service credentials, application forms, beneficiary details, and subscription payments before issuing authenticated physical cards embedded with unique beneficiary identification numbers.

87. (A) No, a divorced wife ceases to be a family member from date of divorce.
A divorced spouse ceases to qualify as an eligible family member from the exact date the legal decree of divorce takes effect. Government employees are required to report changes in marital status immediately and surrender the divorced spouse's healthcare card, as post-divorce medical coverage is impermissible under civil service regulations.

88. (A) By surrendering FMA, applying to PDA/ Bank, paying contribution, and obtaining CGHS card
When a pensioner drawing Fixed Medical Allowance relocates permanently to a scheme-covered city, they must surrender their monthly allowance by notifying their pension disbursing authority. Upon paying the prescribed contribution based on pay level, the retiree obtains a valid healthcare card to access comprehensive local outpatient and inpatient facilities.

89. (A) Allowed once in a lifetime (or per conditions issued by Ministry)
Pensioners residing in areas where scheme coverage has expanded are generally permitted a one-time option to switch between receiving Fixed Medical Allowance and opting for scheme outpatient facilities. This structural restriction prevents frequent administrative adjustments while allowing retirees to choose healthcare arrangements best suited to their long-term living conditions.

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are determined based on the employee's corresponding Pay Level in the Pay Matrix, ensuring continuous healthcare card validity and entitlement coverage throughout active service.

128. (A) Recovery of expenditure with interest, card cancellation, and CCS (CCA) Rules disciplinary proceedings.
Concealing a dependent child's employment status to fraudulently obtain medical benefits leads to severe administrative consequences. Penalties include recovering the entire unauthorized expenditure with interest, immediate cancellation of healthcare card benefits, and initiating formal disciplinary proceedings under Central Civil Services Classification Control and Appeal Rules.

129. (A) Both A and R are true and R is the correct explanation of A
Female government employees are permitted to include their parents-in-law on their healthcare card instead of biological parents. This administrative flexibility is granted as a one-time option subject to co-residence and financial dependency conditions, recognizing evolving family support structures within the central civil service framework.

130. (A) Scrutinizing vouchers, verifying AMA authorization, checking rates, and passing claims within delegated powers.
The Head of Office plays a crucial administrative role in scrutinizing medical reimbursement claims. Duties include verifying medical vouchers, confirming treatment authorization by Authorized Medical Attendants, auditing billed items against approved rate schedules, and sanctioning valid reimbursement claims within delegated financial powers.

131. (A) High-end tests like PET-CT Scan / specialized MRI per CGHS circulars
Performing high-end diagnostic investigations like PET-CT scans or specialized MRI procedures at empanelled centers during non-emergency situations requires prior administrative permission. Beneficiaries must obtain official permission based on specialist recommendations, ensuring appropriate clinical necessity and proper financial oversight before undergoing advanced diagnostic testing.

132. (A) Invalid and non-reimbursable, unless taken in emergency supported by emergency certificate.
Medical treatment obtained from a doctor who is not an Authorized Medical Attendant is invalid and non-reimbursable under civil attendance rules. An exception is made only for genuine emergencies where immediate medical care was required, provided valid emergency certificates from treating doctors substantiate the urgent circumstances.

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133. (A) Reimbursable in CGHS or empanelled centers when prescribed by Specialist / MO for specified duration.
Physiotherapy treatments are reimbursable when prescribed by a qualified specialist or medical officer for specific clinical conditions. Beneficiaries must undergo physical therapy sessions at scheme wellness centers or empanelled hospitals for the authorized duration, ensuring rehabilitative care is delivered within established medical parameters.

134. (A) CGHS Database / NHA BIS
Digital records of cardholders and dependent family members are maintained across central databases integrated with modern health platforms like the NHA Beneficiary Identification System. This digital infrastructure enables seamless beneficiary verification, electronic health record tracking, online appointment scheduling, and automated billing management across network hospitals nationwide.

135. (A) Permissible subject to eligibility rules, age/cycle limits, and prior approval of Standing Medical Board.
In-Vitro Fertilization treatment is reimbursable under civil healthcare rules subject to strict eligibility conditions. Coverage requires prior approval from a Standing Medical Board, adherence to prescribed age limits and maximum treatment cycle restrictions, ensuring assisted reproductive procedures are regulated according to official health policy guidelines.

136. (A) Reimbursable if specialist consultation was advised in writing by the AMA.
Consultation fees paid to a specialist at a government hospital are reimbursable under civil attendance rules provided the specialist consultation was formally advised in writing by the Authorized Medical Attendant. Written referral documentation establishes medical

CHAPTER 10
Right to Information Act, 2005

1. The Right to Information Act, 2005 was enacted primarily to fulfill which constitutional mandate derived from Article 19(1)(a) of the Constitution of India?
(A) Right to Equality before Law and Equal Protection
(B) Right to Freedom of Speech and Expression
(C) Right to Protection of Life and Personal Liberty
(D) Right to Free and Compulsory Education

2. Under Section 2(f) of the RTI Act, 2005, which of the following is explicitly included within the statutory definition of "information"?
(A) Records, documents, memos, emails, opinions, and data in any electronic form
(B) Unrecorded oral opinions expressed by administrative officers during internal office meetings
(C) Speculative reasons for potential future administrative policy decisions not yet formally recorded
(D) Internal unrecorded personal thoughts of an evaluating administrative officer during an interview

3. An aided private school receiving substantial financing directly or indirectly from funds provided by the appropriate Government falls under the definition of a "public authority" pursuant to which provision of the RTI Act, 2005?
(A) Section 2(a)
(B) Section 2(c)
(C) Section 2(h)
(D) Section 2(e)

4. Under Section 5(1) of the RTI Act, 2005, within how many days of the enactment of the Act was every public authority required to designate Central or State Public Information Officers?
(A) 30 days
(B) 60 days
(C) 100 days
(D) 120 days

5. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A Public Information Officer may seek the assistance of any other officer under Section 5(4) of the RTI Act, 2005 for the proper discharge of duties.
Reason (R): Any officer whose assistance is sought under Section 5(4) shall be treated as a Public Information Officer for the purpose of any contravention of the provisions of the Act.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. What is the statutory role of an Assistant Public Information Officer (APIO) appointed under Section 5(2) of the RTI Act, 2005?
(A) To adjudicate and decide first administrative appeals filed by aggrieved applicants against the designated PIO
(B) To receive applications or appeals and forward them to the PIO or appellate authority
(C) To impose statutory financial penalties on administrative staff defaulting on information requests
(D) To independently evaluate and sanitize exempted documents under Section 8 prior to public disclosure

7. When an RTI application is submitted to an Assistant Public Information Officer (APIO), what additional period is added to the standard timeline prescribed for responding to the application?
(A) 2 days
(B) 5 days
(C) 7 days
(D) 10 days

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beneficiaries to complete required specialist consultations and diagnostic evaluations at empanelled institutions without needing frequent referral renewals from primary dispensaries.

147. (A) Reimbursable as per prescribed official schedule of rates
Laboratory investigation and diagnostic testing charges incurred in recognized government laboratories are reimbursable under civil medical attendance rules. Reimbursement is calculated strictly according to the prescribed official schedule of rates, ensuring standardized financial settlement during departmental pre-audit and claim disbursement workflows.

148. (A) Verifying original bills, essentiality certificate, rate correctness against approved schedule, and budget availability.
Before passing a staff member's medical reimbursement bill, the Drawing and Disbursing Officer must verify original payment receipts, validate signed essentiality certificates, audit itemized costs against approved rate schedules, and confirm adequate departmental budget availability, ensuring strict financial propriety prior to claim authorization.

149. (A) Complete surgery, OT, ICU, routine pre/post-operative care, medicines during stay, and room rent.
An approved cardiac surgery package rate at an empanelled hospital provides all-inclusive financial coverage. It covers the complete surgical procedure, operation theatre fees, intensive care unit stay, routine pre-operative and post-operative medical care, inpatient pharmaceutical medications, clinical consumables, and eligible hospital room accommodation charges.

150. (A) Central Services (Medical Attendance) Rules, 1944
The Central Services Medical Attendance Rules 1944 represent the primary statutory framework governing medical attendance and treatment provisions for Union civil servants residing in non-covered areas. These rules establish comprehensive guidelines for outpatient consultations, inpatient hospital care, emergency treatments, and financial claim reimbursement processing.

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during elective indoor medical stays, as regulated by established pay matrix guidelines.

100. (A) The beneficiary pays the difference in room rent and associated differential charges directly to hospital.
When a beneficiary requests and occupies a room category higher than their entitled eligibility, they must pay the price difference directly to the hospital. Additional expenses, including differential room rents and related medical treatment surcharges arising from higher accommodation tiers, must be borne entirely by the patient without government reimbursement.

101. (A) DGHS, Ministry of Health and Family Welfare
The Directorate General of Health Services, operating under the Ministry of Health and Family Welfare, functions as the executive authority for implementing the Central Government Health Scheme. It formulates operational guidelines, manages administrative zones, oversees empanelment processes, and supervises dispensary operations across all covered regions nationwide.

102. (A) Up to 90% of estimated expense certified by hospital/AMA
Under the Central Services Medical Attendance Rules 1944, a Medical Advance of up to ninety percent of the estimated inpatient treatment cost can be granted to serving employees. The estimate must be officially certified by the government hospital or Authorized Medical Attendant to enable immediate financial disbursement for major medical procedures.

103. (A) Both A and R are true and R is the correct explanation of A
Registered beneficiaries can schedule outpatient appointments online at Wellness Centres using web portals or mobile applications. This digital initiative aims to streamline patient management, reduce physical waiting times in dispensaries, improve administrative transparency, and enhance overall service delivery efficiency across the primary healthcare network.

104. (A) Online Referral / Permission slip for diagnostic center
When a patient requires specialized laboratory investigations or diagnostic imaging procedures not available locally at the Wellness Centre, the Chief Medical Officer In-charge issues an official Referral or Permission slip. This document authorizes the beneficiary to undergo specified tests at empanelled diagnostic centers at approved package rates.

105. (A) Reject claim as retired staff in CGHS areas are not covered under CS (MA) Rules; post-retirement care requires CGHS or FMA.
Retired civil servants residing in scheme-covered areas are not eligible for medical reimbursement under civil attendance rules, as these rules apply exclusively to serving personnel. Post-retirement healthcare coverage requires enrolling in the health scheme or drawing Fixed Medical Allowance, making routine reimbursement claims submitted under attendance rules non-reimbursable.

106. (A) Submit application with Birth Certificate and subscription fee proof (if pay slab changes) to Head of Office/CGHS.
To include a newborn child on a healthcare card, the serving employee must submit an official application accompanied by the child's birth certificate. The application is forwarded through the Head of Office to health administrators, ensuring the dependent's details and unique beneficiary identification number are formally registered in the database.

107. (A) Legally adopted children are treated at par with natural children for CGHS coverage subject to dependency criteria.
Legally adopted children of government employees are treated on par with biological children for healthcare entitlement. Provided valid legal adoption documents are presented and standard age and financial dependency conditions are met, adopted children receive full healthcare coverage and are registered under the primary employee's healthcare card.

108. (A) I, II and III
Emergency medical treatment taken at private non-recognized hospitals can be considered for reimbursement under civil attendance rules. Treating physicians must issue an Emergency Certificate explaining why government hospitals could not be accessed immediately. Heads of Departments hold delegated financial powers to settle such emergency claims within prescribed limits.

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8. Consider the following statements regarding the procedure for filing an RTI application under Section 6(1) of the RTI Act, 2005:
I. The applicant can submit the request in writing or through electronic means in English, Hindi, or the official language of the area.
II. The applicant must explicitly state the reasons for requesting the information to establish locus standi.
III. The applicant is required to give only such personal details as may be necessary for contacting them.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

9. As per Rule 3 of the Right to Information Rules, 2012, what is the prescribed application fee for accompanying a request for obtaining information under Section 6(1)?
(A) Rupees Five
(B) Rupees Ten
(C) Rupees Twenty
(D) Rupees Fifty

10. Under Rule 4 of the Right to Information Rules, 2012, what fee is chargeable for providing information per page (in A3 or A4 size paper) created or copied?
(A) Rupee One per page
(B) Rupees Two per page
(C) Rupees Five per page
(D) Rupees Ten per page

11. Which section of the RTI Act, 2005 mandates that no fee shall be charged from a person who is Below Poverty Line (BPL) as determined by the appropriate Government?
(A) Proviso to Section 6(1)
(B) Section 7(1)
(C) Section 8(2)
(D) Proviso to Section 7(5)

12. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): If a public authority fails to provide information within the statutory time limits, the information must be provided free of charge.
Reason (R): Section 7(6) of the RTI Act, 2005 explicitly mandates that where a public authority fails to comply with specified time limits, information shall be provided without any cost.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

13. What is the standard statutory time limit for the Public Information Officer to provide information or reject the application under Section 7(1) of the RTI Act, 2005 from the date of receipt of the request?
(A) 15 days
(B) 21 days
(C) 30 days
(D) 45 days

14. Where the information requested under the RTI Act, 2005 concerns the life or liberty of a person, within what time frame must the Public Information Officer provide the information?
(A) 12 hours
(B) 24 hours
(C) 48 hours
(D) 72 hours

15. Consider the following statements regarding the transfer of an RTI application under Section 6(3) of the RTI Act, 2005:
I. Transfer is mandatory when the subject matter is held by another public authority or closely connected with its functions.
II. The transfer must be made as soon as practicable but in no case later than five days from the date of receipt.
III. The transferring public authority must inform the applicant immediately about the transfer.
IV. Upon transfer, the receiving public authority gets a fresh limit of 45 days to respond.
Which of the statements given above are correct?
(A) I, II and III only
(B) I and IV only
(C) II, III and IV only
(D) I, II, III and IV

16. What total maximum timeframe is available to respond to an applicant when an RTI request is routed through an APIO and subsequently

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supplied by that third party which is treated as confidential?
(A) Section 9
(B) Section 10
(C) Section 11
(D) Section 12

83. What is the statutory time frame within which a First Appellate Authority should normally decide an appeal under Section 19(6)?
(A) Within 15 days
(B) Within 30 days
(C) Within 60 days
(D) Within 90 days

84. In Section 8(1)(d) of the RTI Act, 2005, exemption is granted for:
(A) Information regarding routine salary structures, pay bands, and official allowance calculations of departmental public employees
(B) Details of public funds, operational grants, and financial budgetary allocations provided to government schools and institutions
(C) General administrative circulars, guidelines, and policy instructions officially issued by the Directorate of Education
(D) Commercial confidence, trade secrets, or intellectual property, unless larger public interest warrants disclosure

85. Consider the following grounds on which a PIO can refuse an RTI request under Section 9 of the RTI Act, 2005:
I. Direct infringement of copyright subsisting in a person other than the State.
II. Loss of administrative efficiency of the public authority.
III. Request is voluminous and burdensome to copy.
IV. Unavailability of staff during examination season.
Which of the above is an explicit statutory ground for rejection under Section 9?
(A) I only
(B) I and II only
(C) III and IV only
(D) I, II, III and IV

86. Under Section 19(8)(a) of the RTI Act, 2005, the Information Commission can direct a public authority to take specific steps to comply with the provisions of the Act, including:
(A) Appointing a Public Information Officer
(B) Publishing certain information or categories of information
(C) Making necessary changes to its practices in relation to the maintenance of records
(D) All of the above

87. Under Section 20(1), before imposing a financial penalty on a PIO, the Information Commission must:
(A) Obtain prior formal administrative approval from the Ministry of Finance
(B) Suspend the PIO from official service pending completion of departmental inquiry
(C) Publish a public notification in the official gazette regarding the infraction
(D) Give the PIO a reasonable opportunity of being heard

88. An RTI applicant seeks the copy of answer keys created by paper-setters for an upcoming departmental examination for Vice-Principal recruitment, two weeks before the exam is held. The Principal should:
(A) Refuse as premature disclosure would compromise examination integrity
(B) Provide the answer key immediately on the ground that official examination keys constitute public information
(C) Provide the requested answer key to the candidate upon payment of an enhanced administrative fee
(D) Cancel the entire recruitment examination process immediately due to potential confidentiality compromise

89. Which Supreme Court case clarified that the Right to Information is not absolute and must be balanced with other public interests including efficient operation of the government and preservation of confidentiality?
(A) State of U.P. v. Raj Narain (1975)
(B) S.P. Gupta v. Union of India (1981)
(C) CBSE v. Aditya Bandopadhyay (2011)
(D) Maneka Gandhi v. Union of India (1978)

90. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Information regarding the expenditure of public funds on school infrastructure maintenance cannot be withheld under Section 8(1)(j).
Reason (R): Expenditure of public funds pertains to public activity and public interest,

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8(1) must be made available, subject to specific exceptions like Section 8(1)(a), (c) and (i)?
(A) 10 years
(B) 15 years
(C) 20 years
(D) 25 years

25. Consider the following sequence of steps required when handling "Third Party Information" under Section 11 of the RTI Act, 2005:
I. PIO gives a written notice to the third party within 5 days of receipt of request.
II. Third party is given 10 days to make oral or written representations.
III. PIO makes a decision within 40 days after receipt of the request and gives written notice to the third party.
Which of the statements given above accurately reflect the statutory sequence and timelines?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

26. Under Section 11(1) of the RTI Act, 2005, a "third party" includes:
(A) Any public authority other than the public authority holding the information
(B) Only private individuals who are non-citizens or foreign nationals residing outside India
(C) Only commercial enterprises and corporate entities registered under the Companies Act, 2013
(D) Only government employees and permanent departmental staff working in the same administrative unit

27. Under Section 19(1) of the RTI Act, 2005, an applicant aggrieved by a decision of the PIO may file a First Appeal within how many days from the expiry of the response period or receipt of decision?
(A) 15 days
(B) 30 days
(C) 45 days
(D) 60 days

28. A teacher in a Delhi Government School was denied inspection of the school's service registers by the designated PIO (Vice Principal). The teacher decides to file a First Appeal. To whom should this First Appeal be addressed?
(A) The Central Information Commission established under Section 12 of the Right to Information Act
(B) An officer senior in rank to the PIO in the Directorate of Education (First Appellate Authority)
(C) The High Court of Delhi exercising its extraordinary writ jurisdiction under Article 226
(D) The Chief Minister's Public Grievance Redressal Cell operating under the State Executive Administration

29. What is the maximum statutory period within which a First Appellate Authority must dispose of a First Appeal under Section 19(6) of the RTI Act, 2005 (including extended period for reasons recorded in writing)?
(A) 30 days total
(B) 45 days total
(C) 60 days total
(D) 90 days total

30. A Second Appeal against a First Appellate Authority's decision under Section 19(3) of the RTI Act, 2005 lies with the Information Commission within how many days from the date on which the decision was made or should have been received?
(A) 30 days
(B) 60 days
(C) 90 days
(D) 120 days

31. Under Section 19(12) of the RTI Act, 2005, who bears the burden of proving that a denial of an RTI request was justified?
(A) The Public Information Officer who denied the request
(B) The RTI Applicant filing the appeal before the Commission
(C) The First Appellate Authority who upheld the PIO's decision
(D) The Central or State Information Commission hearing the matter

32. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The decisions of the Central Information Commission or State Information Commission under Section 19(7) are binding.
Reason (R): The Information Commission is a quasi-judicial body whose orders on second appeals are final subject to constitutional writ

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(C) Executive Committee created by Cabinet resolution
(D) Non-Governmental Advisory Council

65. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Chief Information Commissioner and Information Commissioners are appointed by the President of India.
Reason (R): The appointment is made on the recommendation of a committee consisting of the Prime Minister, the Leader of Opposition in the Lok Sabha, and a Union Cabinet Minister nominated by the Prime Minister.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. Under the Right to Information (Amendment) Act, 2019, who determines the term of office, salaries, and allowances of the Chief Information Commissioner and Information Commissioners?
(A) The Central Government by rules
(B) The Parliament of India by statute
(C) The Supreme Court of India
(D) The Comptroller and Auditor General

67. Which section of the RTI Act, 2005 provides that information which relates to personal information shall be exempt if its disclosure has no relationship to any public activity or interest?
(A) Section 8(1)(a)
(B) Section 8(1)(g)
(C) Section 8(1)(j)
(D) Section 8(1)(f)

68. Under Section 8(1)(h) of the RTI Act, 2005, information can be withheld if it would:
(A) Reveal confidential commercial secrets and financial bids submitted by private contractors
(B) Cause administrative discomfort or personal embarrassment to senior serving civil servants
(C) Unreasonably increase administrative workload or cause staffing shortages during audit season
(D) Impede the process of investigation or apprehension or prosecution of offenders

69. Which section of the RTI Act, 2005 empowers the appropriate Government to make rules to carry out the provisions of the Act?
(A) Section 26
(B) Section 27
(C) Section 28
(D) Section 29

70. Consider the following statements regarding the powers of the competent authority to make rules under Section 28 of the RTI Act, 2005:
I. The Chief Justice of India can make rules for the Supreme Court.
II. The Speaker of Lok Sabha can make rules for the House of the People.
III. The Head of School can independently make RTI rules for their own school.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

71. What is the statutory time limit given to a third party to make representations against disclosure after receiving notice under Section 11(2)?
(A) 5 days
(B) 10 days
(C) 15 days
(D) 30 days

72. Which section of the RTI Act, 2005 specifies that the provisions of the Act shall have effect notwithstanding anything inconsistent contained in any other law?
(A) Section 18
(B) Section 20
(C) Section 22
(D) Section 24

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73. If a PIO knowingly gives incorrect, incomplete, or misleading information, what is the maximum penalty that can be imposed under Section 20(1)?
(A) ₹ 10,000
(B) ₹ 25,000
(C) ₹ 50,000
(D) ₹ 100,000

74. Which authority is competent to remove the Chief Information Commissioner from office on the ground of proved misbehavior or incapacity under Section 14?
(A) The President of India, after an inquiry by

(C) To systematically digitize and index departmental records only when formally requested by an aggrieved applicant
(D) To restrict public access to routine administrative records and confidential school admission registers

41. Which among the following school records in a Directorate of Education school is considered public record accessible under the RTI Act, 2005?
(A) Answer scripts of other candidates prior to declaration of final evaluation results in public exams
(B) Confidential medical certificates of staff members containing sensitive diagnosis
(C) School Stock Register and Furniture/ Equipment Invoices
(D) Adoption details of a student held in confidential custody

42. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A candidate appearing in an examination conducted by an educational board or university has a right to inspect and obtain certified copies of their evaluated answer scripts under the RTI Act, 2005.
Reason (R): Evaluated answer scripts constitute "information" held by the public authority, and the examining body does not hold answer scripts in a fiduciary capacity vis-à-vis the examinee.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

43. Which landmark Supreme Court judgment established that students have a fundamental right under the RTI Act to inspect their evaluated answer sheets?
(A) ICAI v. Shaunak H. Satya (2012)
(B) R.K. Jain v. Union of India (2013)
(C) Girish Ramchandra Deshpande v. CIC (2012)
(D) CBSE v. Aditya Bandopadhyay (2011)

44. In the landmark case Girish Ramchandra Deshpande v. Central Information Commissioner (2012), what did the Supreme Court hold regarding performance records, memo notices, and disciplinary orders of an employee?
(A) They are public documents affecting administrative functioning that must be disclosed to any citizen upon request
(B) They are personal information under Section 8(1)(j) exempt from disclosure unless larger public interest is shown
(C) They are administrative internal matters completely outside the statutory definition of "information" under Section 2(f)
(D) They are classified executive matters exempt under Section 8(1)(a) as sovereign issues affecting national security

45. A parent submits an RTI request to a Delhi Government School demanding the copy of the answer script of another student who topped the class, claiming it is required to verify marking consistency. The Principal, acting as PIO, should:
(A) Immediately provide certified copies of the answer script on the ground that examination marks constitute public knowledge
(B) Cancel the school admission of the student making the request for violating institutional code of conduct
(C) Refuse under Section 8(1)(j) as third-party personal information unless a larger public interest is proven
(D) Refer the application directly to the High Court of Delhi for judicial determination and formal adjudication

46. Under the RTI Act, 2005, if the information requested by an applicant is contained in a record that contains exempt information as well as non-exempt information, what action should the PIO take under Section 10?
(A) Reject the RTI application completely on the ground that the requested file contains exempted information
(B) Refer the entire file to the Ministry of Home Affairs for prior security clearance and approval
(C) Demand an enhanced double fee from the applicant to cover the administrative cost of processing severability
(D) Provide access to that part of the record which does not contain exempt information

47. Which Section of the RTI Act, 2005 explicitly overrides the Official Secrets Act, 1923 and any other law for the time being in force?

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transferred under Section 6(3) to another public authority?
(A) 30 days
(B) 35 days
(C) 40 days
(D) 45 days

17. Which subsection under Section 8(1) of the RTI Act, 2005 grants exemption from disclosure of information which would cause a breach of privilege of Parliament or the State Legislature?
(A) Section 8(1)(a)
(B) Section 8(1)(c)
(C) Section 8(1)(d)
(D) Section 8(1)(f)

18. An applicant files an RTI application with the Principal of a Delhi Government School seeking copies of answer sheets and internal moderation notes of a competitive selection exam conducted internally. The Principal denies it under fiduciary relationship. Based on statutory provisions, which section is the Principal invoking?
(A) Section 8(1)(e)
(B) Section 8(1)(g)
(C) Section 8(1)(h)
(D) Section 8(1)(i)

19. Under Section 8(1)(a) of the RTI Act, 2005, disclosure of information can be refused if it would prejudicially affect which of the following?
(A) The commercial confidence, trade secrets, or competitive positions of a private vendor or corporate contractor
(B) The routine administrative overheads, logistical operations, or internal staffing ratios of the public authority
(C) The sovereignty, security, strategic, scientific, or economic interests of the State
(D) The prospective career advancement, internal promotions, or performance appraisals of a public servant

20. Intelligence and security organizations specified in the Second Schedule of the RTI Act, 2005 are exempted from the Act under Section 24(1), EXCEPT when the information sought pertains to which matters?
(A) Routine policy decisions, service conditions, and general departmental recruitment rules
(B) Internal financial audits, accounting statements, and official procurement tenders
(C) Matters relating to internal staff promotions, career postings, and administrative transfers
(D) Allegations of corruption and human rights violations

21. In case of information sought from exempted security organizations regarding allegations of human rights violations, disclosure shall only be made after the approval of which authority, and within what timeframe?
(A) Designated High Court having territorial jurisdiction; within 60 days
(B) Central or State Information Commission; within 45 days
(C) Ministry of Home Affairs or Union Home Secretary; within 30 days
(D) Senior Departmental Appellate Authority of the agency; within 15 days

22. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person under the RTI Act, 2005.
Reason (R): This provision is contained as a proviso to Section 8(1) of the RTI Act, 2005 to uphold democratic transparency.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

23. Under Section 8(1)(j) of the RTI Act, 2005, personal information disclosure can be refused unless the PIO or Appellate Authority is satisfied that:
(A) The applicant pays an enhanced administrative fee prescribed by the competent authority
(B) The individual whose personal information is sought provides explicit oral consent during a personal hearing
(C) The requested administrative record or information is proven to be more than 5 years old
(D) The larger public interest justifies the disclosure of such information

24. What is the statutory time period specified under Section 8(3) of the RTI Act, 2005 after which most exempted information under Section

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the subsidies, allocations, and beneficiaries of government programs?
(A) Section 8(1)(d)
(B) Section 11(2)
(C) Section 4(1)(b)(xii)
(D) Section 19(8)

58. A Principal receives an RTI application asking for the copy of the biometric attendance records of all teachers for the past month. How should the Principal handle this request?
(A) Provide the biometric attendance record as attendance records of public servants are disclosable
(B) Refuse the application completely stating that staff biometric attendance is a confidential internal matter
(C) Request formal written permission from each teacher individually under Section 11 prior to disclosure
(D) Forward the entire application file directly to the local Police Department for criminal investigation

59. Can an applicant request physical inspection of school infrastructure (e.g., building construction, mid-day meal kitchen, sanitation facilities) under the RTI Act, 2005?
(A) No, the statutory scope of the RTI Act applies strictly to physical paper records and written documents
(B) Yes, but physical inspection can be granted only after obtaining prior written sanction of the High Court
(C) No, physical inspection of public infrastructure works is strictly prohibited due to administrative security reasons
(D) Yes, under Section 2(j)(i) which defines right to information to include inspection of work and records

60. Consider the following items that can be inspected or obtained under Section 2(j) of the RTI Act, 2005:
I. Inspection of work, documents, records.
II. Taking notes, extracts, or certified copies of documents or records.
III. Taking certified samples of material.
IV. Obtaining information in the form of diskettes, floppies, tapes, video cassettes, or through printouts.
Which of the above are valid forms of exercising the Right to Information?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

61. In the judgment ICAI v. Shaunak H. Satya (2012), what did the Supreme Court rule regarding disclosure of question papers and answer keys before and after an examination?
(A) Question papers and official answer keys can never be disclosed under the provisions of the RTI Act under any circumstances
(B) Model answer keys must be mandatorily disclosed to candidates prior to the date on which the examination is conducted
(C) Question papers and solution keys can be disclosed after the examination is conducted as secrecy is no longer required
(D) Evaluated answer books are held in confidential custody and cannot be disclosed to examinees under any circumstances

62. When a PIO rejects an RTI application under Section 8, what specific detail is statutory for the PIO to communicate to the applicant under Section 7(8)?
(A) The formal legal opinion obtained from the Attorney General or Solicitor General regarding the rejection of the matter
(B) A comprehensive list of all other citizens and applicants who previously applied for similar institutional information
(C) The detailed administrative history, historical background, and operational rules governing the internal school system
(D) The reasons for rejection, period for filing an appeal, and particulars of the appellate authority

63. Under Section 19(8)(b) of the RTI Act, 2005, the Information Commission has the power to require the public authority to compensate the complainant for any loss or detriment suffered. Who pays this compensation?
(A) The Public Authority (Department/School)
(B) The PIO personally from personal salary
(C) The First Appellate Authority
(D) The Central Government directly

64. What is the statutory status of the Central Information Commission established under Section 12 of the RTI Act, 2005?
(A) Constitutional Body under Article 315
(B) Statutory Body created by an Act of Parliament

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remedies.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

33. Under Section 18(1) of the RTI Act, 2005, the Information Commission has the power to receive and inquire into a complaint from any person in which of the following circumstances?
(A) Who has been appointed as a designated PIO without receiving formal administrative consent
(B) Who has been refused access to any information requested under the Act
(C) Who seeks to challenge the statutory constitutionality of the provisions of the RTI Act
(D) Who seeks service benefits or promotional relief through the Information Commission

34. While inquiring into any matter under Section 18(2) of the RTI Act, 2005, what powers are vested in the Information Commission?
(A) Powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908
(B) Powers of a Criminal Court trying an offense under the Code of Criminal Procedure, 1973
(C) Powers of the Supreme Court of India exercising original jurisdiction under Article 32
(D) Powers of a High Court exercising extraordinary writ jurisdiction under Article 226

35. Under Section 20(1) of the RTI Act, 2005, what penalty rate per day can the Information Commission impose on a PIO for delaying an RTI response without reasonable cause?
(A) ₹ 100 per day up to a maximum of ₹ 10,000
(B) ₹ 250 per day up to a maximum of ₹ 25,000
(C) ₹ 500 per day up to a maximum of ₹ 50,000
(D) ₹ 1,000 per day up to a maximum of ₹ 1,000,000

36. Apart from financial penalty under Section 20(1), what other action can the Information Commission recommend against a defaulting PIO under Section 20(2) of the RTI Act, 2005?
(A) Immediate termination of service without holding any administrative inquiry
(B) Direct registration of a criminal FIR under the Indian Penal Code
(C) Automatic demotion to a lower pay grade with immediate salary forfeiture
(D) Disciplinary action under the service rules applicable to the officer

37. Which section of the RTI Act, 2005 details the obligation of public authorities to maintain records and publish proactive (suo-motu) disclosures?
(A) Section 3
(B) Section 4
(C) Section 5
(D) Section 6

38. Consider the following items required to be published by a public authority under Section 4(1)(b) of the RTI Act, 2005:
I. The particulars of its organization, functions, and duties.
II. The powers and duties of its officers and employees.
III. The procedure followed in the decision-making process, including channels of supervision and accountability.
IV. The secret evaluation criteria used for confidential annual performance appraisals.
Which of the above items are statutory requirements of proactive disclosure under Section 4(1)(b)?
(A) I and IV only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

39. Under Section 4(1)(b) of the RTI Act, 2005, within how many days from the enactment of the Act were public authorities required to publish the sixteen statutory operational categories of information?
(A) 30 days
(B) 60 days
(C) 100 days
(D) 120 days

40. According to Section 4(2) of the RTI Act, 2005, what is the continuous endeavor of every public authority?
(A) To provide as much information suo motu to the public at regular intervals through various means of communication
(B) To minimize administrative cost and overheads by levying enhanced statutory RTI application fees on all requests

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the Supreme Court
(B) The Prime Minister of India acting upon recommendation of the Union Cabinet
(C) The Speaker of Lok Sabha after passing a parliamentary resolution by simple majority
(D) The Chief Justice of India acting independently in judicial administrative capacity

75. A parent files an RTI application asking for the medical leaves records and clinical summaries of a school teacher. The teacher objects, stating it violates personal privacy. What should the Principal (PIO) decide?
(A) Disclose the medical records unconditionally on the ground that all school teachers are public servants
(B) Terminate the teacher's permanent service for administrative non-cooperation with institutional procedures
(C) Refer the confidential medical records to the School Management Committee for open departmental review
(D) Deny disclosure under Section 8(1)(j) as medical details are personal privacy

76. In an educational institution, does a citizen have the right under RTI to inspect samples of construction materials (such as cement or steel) used in a new school building construction?
(A) No, physical samples represent tangible items and are completely excluded from paper information
(B) Yes, Section 2(j)(iii) explicitly includes taking certified samples of material
(C) No, physical inspection of building materials is strictly permitted only for designated PWD engineers
(D) Yes, but physical sampling is permitted only after the construction work is fully completed and certified

77. Under Section 7(2) of the RTI Act, failure of the PIO to give a decision within the period specified shall be deemed to be:
(A) An automatic grant of information
(B) An administrative oversight requiring warning
(C) A refusal of the request
(D) A referral to the High Court

78. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): An application under the RTI Act, 2005 cannot be rejected merely because it is not in the prescribed printed form.
Reason (R): Section 6(1) states that a request can be made in writing or through electronic means, and no specific mandatory pre-printed format is rigid for the citizen.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

79. When an applicant is sensorily disabled, what obligation rests on the PIO under Section 6(1)?
(A) To provide assistance to enable the applicant to make the request in writing
(B) To reject the application on technical grounds of non-compliance with standard filing procedures
(C) To direct the disabled applicant to seek help from a recognized non-governmental organization
(D) To charge an extra administrative fee to cover the additional cost of providing assistance

80. In case of information provided in printed or electronic format, what fee is charged under Rule 4(g) of Central RTI Rules 2012 for information provided in a diskette or floppy?
(A) ₹ 10 per diskette
(B) ₹ 50 per diskette / CD
(C) ₹ 100 per diskette
(D) Free of cost for all applicants

81. Under Section 4(1)(a) of the RTI Act, 2005, every public authority must maintain all its records:
(A) For a maximum period of 3 years only before mandatory archival destruction under record retention rules
(B) Duly catalogued and indexed in a manner that facilitates right to information under the Act
(C) Exclusively in traditional physical paper format preserved within secure departmental storage vaults
(D) In the personal private custody of the department head or administrative custodian of the office

82. Which Section of the RTI Act, 2005 mandates the Public Information Officer to give notice to a third party before disclosing information

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(A) Section 18
(B) Section 21
(C) Section 22
(D) Section 25

48. Consider the following provisions regarding protection of action taken in good faith under the RTI Act, 2005:
I. Section 21 provides immunity from suit, prosecution, or other legal proceedings to any person for anything done in good faith.
II. Good faith protection applies to actions done or intended to be done under the Act or rules made thereunder.
III. PIOs can use good faith protection to willfully delay responses without penalty.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

49. Which section of the RTI Act, 2005 explicitly bars the jurisdiction of civil courts to entertain any suit or application in respect of any order made under the Act?
(A) Section 20
(B) Section 22
(C) Section 23
(D) Section 24

50. Under Section 25 of the RTI Act, 2005, who is responsible for preparing an annual report on the implementation of the provisions of the Act and laying it before Parliament or State Legislature?
(A) The Central or State Information Commission
(B) The Ministry of Law and Justice
(C) The Comptroller and Auditor General of India
(D) The Department of School Education and Literacy

51. Which officer in a Directorate of Education school usually serves as the designated Public Information Officer (PIO) for responding to RTI applications concerning the school?
(A) School Management Committee Parent Chairperson
(B) Senior Most Administrative LDC
(C) Head of School / Principal
(D) District Education Officer

52. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): An applicant seeking information under the RTI Act, 2005 is not required to give any reason for requesting the information.
Reason (R): Section 6(2) of the RTI Act explicitly mandates that an applicant shall not be required to give any reason for requesting the information or any other personal details except those necessary for contacting them.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

53. If an RTI application is transferred from School A to School B under Section 6(3), within how many days must School A intimate the applicant about the transfer?
(A) Within 5 days
(B) Within 10 days
(C) Within 15 days
(D) Within 30 days

54. What is the fee for inspecting school records under Rule 4(e) of the RTI Rules, 2012 for the first hour?
(A) Rupees Ten for the first hour
(B) Rupees Five for the first hour
(C) No fee for the first hour
(D) Rupees Twenty for the first hour

55. For inspection of records after the first hour under RTI Rules 2012, what is the prescribed fee for each subsequent hour (or fraction thereof)?
(A) Rupees Five
(B) Rupees Ten
(C) Rupees Fifty
(D) Rupees One Hundred

56. What form of payment is NOT recognized as a valid mode of paying RTI fee under Central RTI Rules, 2012?
(A) Post-dated Personal Cheque
(B) Cash against proper receipt
(C) Demand Draft / Banker's Cheque
(D) Postal Order

57. Which provision of the RTI Act, 2005 requires public authorities to publish information on

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not personal privacy.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

91. What is the fee for inspecting records under RTI for an applicant belonging to the Below Poverty Line (BPL) category?
(A) Rupees Ten per hour
(B) Rupees Five per hour
(C) Free of charge
(D) Rupees Two per page copied

92. Which provision of the RTI Act, 2005 states that the Act shall not apply to certain intelligence and security organizations listed in the Second Schedule?
(A) Section 12
(B) Section 18
(C) Section 24
(D) Section 26

93. What is the minimum threshold of government funding for a non-governmental organization (NGO) or private school to be classified as a "public authority" under Section 2(h)(d)(ii)?
(A) Receipt of 100% grant-in-aid covering all operational and administrative expenses from the state treasury
(B) Receipt of a minimum annual monetary subsidy of Rupees One Crore from the appropriate government
(C) Substantially financed directly or indirectly by funds provided by the appropriate Government
(D) Grant of any statutory local tax exemptions or property fee concessions by municipal local bodies

94. Under Section 7(3) of the RTI Act, 2005, when the PIO calculates further fees for providing information, what obligation rests on the PIO regarding the notice sent to the applicant?
(A) To demand payment within 24 hours failing which the application shall automatically lapse without notice
(B) To inform the applicant that the fee calculation is final, binding, and cannot be challenged in any appeal
(C) To issue a formal legal demand notice served through a designated local judicial magistrate court
(D) To inform the applicant of the fee calculations and their right to appeal regarding the fee demanded

95. Consider the following statements regarding the time period between dispatching fee demand notice and deposit of fee by the applicant under Section 7(3)(a):
I. The period intervening between dispatch of notice and payment of fee is excluded from the 30-day response period calculation.
II. The 30-day clock continues to run continuously without pausing.
III. If fee is paid, the PIO gets the balance period of the 30 days to provide information.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

96. Under Section 6(1) of the RTI Act, 2005, where can an application for RTI be submitted?
(A) Exclusively at the central head office of the public authority holding the requested records
(B) To the Central/State Public Information Officer or Assistant Public Information Officer
(C) Directly to the Chief Information Commissioner or State Information Commissioner in person
(D) Exclusively to the District Magistrate's office or District Collectorate administrative cell

97. Which among the following is NOT an exemption listed under Section 8(1) of the RTI Act, 2005?
(A) Information the disclosure of which would constitute explicit contempt of court or tribunal
(B) Information regarding general administrative policy decisions after they are finalized
(C) Information received in confidence from a foreign government or international agency
(D) Information which would endanger the life or physical safety of any individual person

98. Under Section 8(1)(g) of the RTI Act, 2005, information is exempt if its disclosure would:
(A) Endanger the life or physical safety of any person or identify a confidential source
(B) Cause financial loss, property damage, or

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to incitement of an offence. Public Information Officers must carefully protect such critical sovereign information from administrative public disclosure under this statutory provision.

20. (D) Allegations of corruption and human rights violations
Under Section 24(1) of the RTI Act, 2005, specified intelligence and security organizations listed in the Second Schedule are broadly exempted from the application of the Act. However, this exemption is explicitly subject to the statutory proviso that information pertaining to allegations of corruption and human rights violations shall not be excluded from disclosure under these provisions.

21. (B) Central or State Information Commission; within 45 days
Under the proviso to Section 24(1) of the RTI Act, 2005, where information requested from exempted intelligence or security agencies relates to allegations of human rights violations, it shall only be provided after the express approval of the Central or State Information Commission. Furthermore, such information must be provided within forty-five days from the date of receipt of request.

22. (A) Both A and R are true and R is the correct explanation of A
The proviso to Section 8(1) of the RTI Act, 2005 explicitly states that information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person. This proviso reinforces constitutional democracy and public transparency, ensuring citizens enjoy equal access to public information unless specifically barred by legitimate statutory exemptions under the Act.

23. (D) The larger public interest justifies the disclosure of such information
Section 8(1)(j) of the RTI Act, 2005 exempts personal information that has no relationship to any public activity or interest, or which would cause unwarranted invasion of individual privacy. However, the Public Information Officer or Appellate Authority may disclose such personal information if satisfied that the larger public interest justifies the disclosure, overriding the individual right to privacy.

24. (C) 20 years
Section 8(3) of the RTI Act, 2005 provides that any information relating to any occurrence, event, or matter which took place twenty years before the date of request shall be provided to the applicant. However, this twenty-year relaxation is explicitly subject to exemptions specified in clauses (a), (c), and (i) of Section 8(1), which remain protected indefinitely.

25. (D) I, II and III
Section 11 outlines third-party procedures: written notice is issued to the third party within five days of request receipt, granting ten days to make representations. Section 11(3) requires the Public Information Officer to make a decision within forty days and give written notice to the third party. All three statements accurately reflect the statutory sequence and time limits prescribed.

26. (A) Any public authority other than the public authority holding the information
Section 2(n) of the RTI Act, 2005 defines a third party as any person other than the citizen making a request for information. Crucially, the statutory definition explicitly includes a public authority other than the public authority to which the application is made, ensuring that inter-agency confidential records are protected under Section 11 procedural statutory rules.

27. (B) 30 days
Under Section 19(1) of the RTI Act, 2005, any person who does not receive a decision within the prescribed response timeframe, or who is aggrieved by a decision of the Public Information Officer, may file a First Appeal within thirty days from the expiry of such period or from receipt of such decision before the senior appellate authority.

28. (B) An officer senior in rank to the PIO in the Directorate of Education (First Appellate Authority)
Section 19(1) of the RTI Act, 2005 mandates that an aggrieved RTI applicant must file a First Appeal to an officer who is senior in rank to the Public Information Officer in the concerned public authority. In a Delhi Government school, the First Appellate Authority is a senior administrative officer superior in rank to the Vice Principal or Principal.

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(A) The Public Information Officer who denied the request
(B) The RTI Appellant who initiated the appeal proceeding
(C) The Third Party claiming confidentiality over records
(D) The Civil Court exercising territorial jurisdiction

107. Can an RTI applicant demand information that requires the PIO to create, collate, or deduce non-existing data or solve hypothetical puzzles?
(A) Yes, the PIO is bound to compile, analyze, and synthesize raw departmental data into any custom format requested
(B) Yes, provided the applicant pays all additional administrative processing and compilation fees determined by the PIO
(C) Yes, provided prior formal administrative approval is granted by the designated First Appellate Authority of the office
(D) No, the RTI Act requires public authorities to provide information that exists and is held by them

108. Which Section of the RTI Act, 2005 lays down provisions regarding the Constitution of the State Information Commission?
(A) Section 12
(B) Section 15
(C) Section 18
(D) Section 21

109. Who heads the Committee that recommends the appointment of State Information Commissioners under Section 15(3)?
(A) The Governor of the State
(B) The Chief Justice of the High Court
(C) The Chief Minister of the State
(D) The State Education Minister

110. A citizen files an RTI application asking for certified copies of the stock register of school laboratory equipment purchased under PM POSHAN or contingency grant. The Principal refuses stating "stock registers are internal management logs." Is this refusal valid?
(A) Yes, internal stock registers and inventory logs are strictly exempt from public disclosure under Section 8(1)(d)
(B) Yes, laboratory procurement equipment records pertain directly to sensitive matters of national scientific interest
(C) Yes, prior written approval and authorization from the Directorate of Education is legally required before disclosure
(D) No, stock registers of public equipment purchased with public funds are disclosable public records

111. What is the time limit specified under Section 19(1) for filing a First Appeal if the decision of the PIO is not received within 30 days?
(A) Within 30 days from the expiry of the period of 30 days
(B) Within 60 days from the date on which the original application was filed
(C) Within 90 days from the date on which the original application was received
(D) Within 15 days from the expiry of the standard 30-day response timeline

112. Under Section 19(1) proviso, can the First Appellate Authority entertain a First Appeal after the expiry of 30 days?
(A) No, the statutory 30-day time limit is absolute, mandatory, and strictly non-extendable under any circumstances
(B) Yes, if satisfied that the appellant was prevented by sufficient cause from filing in time
(C) Yes, but only after obtaining formal prior permission and condonation of delay from the High Court
(D) Yes, provided an enhanced statutory late fee of Rupees Five Hundred is deposited along with the appeal

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113. Under Section 19(3) proviso, can the Information Commission entertain a Second Appeal after the expiry of 90 days?
(A) No, the statutory 90-day period is absolute, final, and non-extendable under any administrative circumstances
(B) Yes, if satisfied that the appellant was prevented by sufficient cause from filing in time
(C) Yes, provided the delayed appeal is explicitly recommended and forwarded by the Governor of the State
(D) No, unless a special parliamentary resolution is passed approving condonation of delay in second appeal

114. Under Section 7(8)(iii) of the RTI Act, when rejecting a request, the PIO must communicate the particulars of:
(A) The Appellate Authority to whom appeal

ANSWERS

1. (B) Right to Freedom of Speech and Expression
The Right to Information Act, 2005 was enacted to operationalize the fundamental right to freedom of speech and expression guaranteed under Article 19(1)(a) of the Constitution of India. The Supreme Court has repeatedly held that the right to know and receive information is an intrinsic component of free speech, essential for ensuring democratic accountability and transparency in governance.

2. (A) Records, documents, memos, emails, opinions, and data in any electronic form
Under Section 2(f) of the RTI Act, 2005, the statutory definition of information includes all records, documents, memos, emails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, and data material held in any electronic form. However, unrecorded oral thoughts, speculations, or opinions not reduced to record do not constitute information under this definition.

3. (C) Section 2(h)
Section 2(h) of the RTI Act, 2005 defines a public authority as any authority, body, or institution of self-government established by or under the Constitution, law, or notification. This provision specifically includes non-governmental organizations and private institutions, such as aided schools, that are substantially financed directly or indirectly by funds provided by the appropriate government within its ambit.

4. (D) 120 days
Under Section 5(1) of the RTI Act, 2005, every public authority was required to designate Central Public Information Officers or State Public Information Officers within 120 days of the enactment of the Act. This statutory period was provided to ensure that administrative machinery and infrastructure were adequately prepared across all public authorities to process public information requests effectively.

5. (A) Both A and R are true and R is the correct explanation of A
Section 5(4) of the RTI Act, 2005 allows a designated Public Information Officer to seek assistance from any other administrative officer for the proper discharge of statutory duties. Section 5(5) further establishes that any officer whose assistance is sought under Section 5(4) shall be treated as a Public Information Officer for any contravention, making the reason a valid explanation.

6. (B) To receive applications or appeals and forward them to the PIO or appellate authority
Under Section 5(2) of the RTI Act, 2005, Assistant Public Information Officers are designated at sub-divisional or local levels to act as collection nodes. Their statutory responsibility is strictly confined to receiving applications for information or appeals and forwarding them forthwith to the designated Public Information Officer, the senior appellate authority, or the Information Commission as required.

7. (B) 5 days
When an application for information or an appeal is submitted to an Assistant Public Information Officer under Section 5(2), a period of five days is added to the statutory response time prescribed under the RTI Act, 2005. This additional five-day buffer accounts for the administrative transit time required for the assistant officer to forward the application to the designated officer.

8. (B) I and III only
Section 6(1) allows requests in writing or electronically in English, Hindi, or the official regional language. Section 6(2) explicitly provides that an applicant is not required to give any reason for requesting information or any personal details other than contact information. Therefore, establishing locus standi or giving administrative reasons is not required, making statements one and three correct.

9. (B) Rupees Ten
Rule 3 of the Right to Information Rules, 2012 prescribes an application fee of Rupees Ten for accompanying a request to obtain information under Section 6(1) of the RTI Act, 2005. This fee must be paid along with the application through valid modes of payment, such as cash against

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over the bench
(D) The Chief Secretary of the State Government

125. An applicant submits an RTI request asking for certified copies of tender evaluation sheets, vendor comparison matrices, and financial bids awarded for school computer lab maintenance. The contract has already been finalized and awarded. How should the Head of Institution (PIO) respond?
(A) Refuse under Section 8(1)(d) indefinitely on commercial confidence grounds
(B) Refer the entire tender file to the Central Vigilance Commission for advice
(C) Disclose contract and evaluation sheets as finalized expenditure is public
(D) Refuse disclosure by invoking general security exemption under Section 24

126. Under Section 12(3) of the RTI Act, 2005, who heads the selection committee for appointing the Chief Information Commissioner of India?
(A) The Chief Justice of India acting in judicial capacity
(B) The President of India
(C) The Speaker of Lok Sabha
(D) The Prime Minister of India

127. Under Section 12(5) of the RTI Act, 2005, the Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in:
(A) Law, science and technology, social service, management, journalism, mass media or administration and governance
(B) Exclusive prior background in military service and defense administration with minimum twenty years service
(C) Exclusive prior judicial experience having held office as a High Court Judge or senior judicial officer
(D) Exclusive background in school administration, educational planning, and institutional pedagogy

128. Under Section 12(6) of the RTI Act, 2005, Chief Information Commissioner or Information Commissioner shall NOT be:
(A) A Member of Parliament or Member of the Legislature of any State or Union Territory
(B) Holding any other office of profit or connected with any political party
(C) Carrying on any business or pursuing any profession
(D) All of the above

129. Where is the headquarters of the Central Information Commission located as per Section 12(7)?
(A) Mumbai
(B) Delhi
(C) Kolkata
(D) Bengaluru

130. Under Section 13(1) of the RTI Act, 2005 (as amended in 2019), the term of office of Chief Information Commissioner and Information Commissioners is:
(A) A fixed tenure of 5 years guaranteed under the Constitution of India
(B) A fixed tenure of 6 years or until reaching 65 years of age, whichever is earlier
(C) Such term as may be prescribed by the Central Government
(D) A permanent life tenure continuing until voluntary resignation or impeachment

131. Is a Chief Information Commissioner eligible for reappointment after completing their term under Section 13(2)?
(A) Yes, for one additional term subject to President's approval
(B) Yes, provided explicit prior approval of Parliament is obtained
(C) No, shall not be eligible for reappointment
(D) Yes, provided their age remains under 60 years at time of reappointment

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132. Under Section 15(1) of the RTI Act, 2005, every State Government shall, by notification in the Official Gazette, constitute a body to be known as:
(A) State RTI Cell
(B) Governor's Vigilance Board
(C) State Administrative Tribunal
(D) State Information Commission

133. Under Section 16(1) of the RTI Act, 2005 (as amended in 2019), the term of office of the State Chief Information Commissioner is:
(A) A fixed statutory tenure of 5 years from date of joining
(B) Such term as prescribed by the Central Government
(C) A fixed tenure of 6 years or age 65, whichever is earlier
(D) A variable tenure fixed by the State

budgetary depletion to the institutional school library
(C) Adversely affect student attendance records, classroom participation, or board examination rosters
(D) Prevent routine public inspection of institutional mid-day meal logs and food quality registers

99. Under Section 19(3) of the RTI Act, 2005, a Second Appeal lies against the decision of the First Appellate Authority. Who hears Second Appeals for Directorate of Education, GNCTD?
(A) High Court of Delhi exercising constitutional jurisdiction
(B) Lieutenant Governor of National Capital Territory of Delhi
(C) Central Information Commission / State Information Commission
(D) Director of Education of the GNCTD Administration

100. An applicant files an RTI requesting the names of examiners who evaluated their specific Class XII board exam paper. The examining authority denies it. What principle laid down in CBSE v. Aditya Bandopadhyay supports this denial?
(A) Answer sheets of competitive examinations do not constitute disclosable information under any law
(B) Statutory exemption under Section 24 applies uniformly to all educational board examination systems
(C) Students and candidates lack legal locus standi to request examination evaluation details under RTI
(D) Examiners' identities are protected under fiduciary relationship and safety under Section 8(1)(g)

101. Which section of the RTI Act, 2005 provides that information concerning allegations of corruption shall NOT be exempt under Section 24?
(A) Section 8(2)
(B) Section 18(3)
(C) Proviso to Section 24(1)
(D) Section 11(1)

102. What is the statutory time limit for providing information concerning allegations of corruption requested from organizations listed in Second Schedule under Section 24(1)?
(A) 30 days
(B) 45 days
(C) 60 days
(D) 90 days

103. Under Section 4(3) of the RTI Act, 2005, all materials shall be disseminated taking into consideration:
(A) Commercial profitability, revenue generation, and sales potential of the publication
(B) Formal policy recommendations submitted by private publisher and media associations
(C) Exclusive dissemination through English language media and official government publications
(D) Cost effectiveness, local language, and effective communication methods in that local area

104. Which of the following is an obligation of a school administration under proactive disclosure provisions of Section 4(1)(b)?
(A) Publishing facilities available to citizens for obtaining information, including library working hours
(B) Publishing personal residential addresses, contact numbers, and guardian details of all minor students
(C) Publishing upcoming annual examination question papers and evaluation keys ten days prior to exams
(D) Disclosing confidential online banking login credentials and transaction passwords of school accounts

105. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The RTI Act, 2005 promotes transparency and accountability in the working of every public authority.
Reason (R): Harmonious conflict resolution between public interest in disclosure and preservation of efficient operation of government is central to the preamble of the RTI Act.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

106. In accordance with Section 19(5) of the RTI Act, 2005, in any appeal proceedings, the onus to prove that a denial of a request was justified lies upon:

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(D) Section 30

144. Every rule made by the Central Government under RTI Act, 2005 shall be laid before each House of Parliament for a total period of:
(A) 14 days
(B) 30 days
(C) 60 days
(D) 90 days

145. If any difficulty arises in giving effect to the provisions of the RTI Act, 2005, who may make provisions not inconsistent with the Act by order published in Official Gazette under Section 30?
(A) The Chief Justice of India exercising administrative judicial powers
(B) The Central Government, within 2 years from commencement of the Act
(C) The State Legislative Assembly by passing a statutory resolution
(D) The Central Information Commission acting through full bench order

146. What is the fee per page for copying records under Rule 4(a) of RTI Rules, 2012 for A4 or A3 size paper?
(A) ₹ 1 per page
(B) ₹ 2 per page
(C) ₹ 5 per page
(D) ₹ 10 per page

147. Under RTI Rules 2012, for providing information in printed form, what fee is charged?
(A) Flat fee of Rupees Five Hundred irrespective of publication size
(B) Free of cost always for all categories of citizens and applicants
(C) Price fixed for such publication or ₹ 2 per page of photocopy
(D) Double the prevailing open market price of the commercial publication

148. An RTI application filed online through the RTI Online Portal for a Delhi Government Department requires fee payment through which mode?
(A) Unregulated crypto currency or virtual digital assets
(B) Physical cash currency notes dispatched by postal mail
(C) Non-judicial physical stamp paper of requisite denomination
(D) Internet banking, UPI, or Credit/Debit card

149. Under Section 7(1), if information concerns life or liberty of a person, within what time frame must it be provided?
(A) 24 hours
(B) 48 hours
(C) 7 days
(D) 12 hours

150. Which provision of the RTI Act, 2005 ensures that non-exempt parts of a requested record are provided while withholding exempt portions?
(A) Section 8(2) (Public Interest Override)
(B) Section 10(1) (Severability)
(C) Section 11(3) (Third Party Notice)
(D) Section 18(2) (Inquiry Powers)

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Legislative Assembly by resolution

134. Which Section of the RTI Act, 2005 describes the penalties for non-compliance and delay by Public Information Officers?
(A) Section 18
(B) Section 19
(C) Section 20
(D) Section 21

135. What maximum aggregate penalty can be imposed on a PIO under Section 20(1) of the RTI Act, 2005?
(A) ₹ 10,000
(B) ₹ 25,000
(C) ₹ 50,000
(D) ₹ 100,000

136. Under Section 20(1), on whom rests the burden of proving that the PIO acted reasonably and diligently?
(A) The Public Information Officer
(B) The aggrieved RTI Applicant filing the appeal
(C) The First Appellate Authority of the department
(D) The Information Commissioner hearing the case

137. Which section of the RTI Act, 2005 explicitly states that no court shall entertain any suit, application, or other proceeding in respect of any order made under this Act?
(A) Section 21
(B) Section 22
(C) Section 23
(D) Section 24

138. Under Section 25(1) of the RTI Act, 2005, as soon as practicable after the end of each year, who prepares the Annual Report?
(A) Central / State Information Commission
(B) The Comptroller and Auditor General of India
(C) The Union Ministry of Home Affairs in New Delhi
(D) The High Court having jurisdiction over the state

139. Every department under a public authority must supply required information and statistics to the Information Commission for annual report preparation pursuant to which subsection?
(A) Section 20(2)
(B) Section 18(1)
(C) Section 4(4)
(D) Section 25(2)

140. A Principal receives an RTI application requesting inspection of the raw, untabulated mark-sheets of internal diagnostic tests of students. The Principal is concerned about student privacy. How should the Principal act?
(A) Destroy or burn the raw internal diagnostic test answer sheets immediately to prevent public access
(B) Refuse under Section 8(1)(j) unless larger public interest is shown
(C) Provide raw diagnostic mark-sheets immediately to any citizen asking without verifying public interest
(D) Cancel the enrollment or expel the applicant's children from the school for making such request

141. Under Section 4(1)(b)(x), every public authority must publish proactive disclosure regarding:
(A) Personal income tax returns and private asset declarations of all serving institutional employees
(B) Personal bank account numbers, savings details, and credit histories of departmental staff
(C) Monthly remuneration received by each officer, including system of compensation
(D) Private residential home ownership details, land titles, and mortgages of school teachers

142. Under Section 4(1)(b)(xi), proactive disclosure mandates publishing:
(A) Confidential question paper blueprints, evaluation keys, and moderation guidelines for future exams
(B) Internal audit inspection strategies, surprise raid schedules, and confidential investigative blueprints
(C) Private financial investments, stock portfolios, and personal asset holdings of administrative staff
(D) Budget allocated to each agency, including plans, proposed expenditures, and disbursements

143. Which Section of the RTI Act, 2005 empowers the State Government to make rules by notification in Official Gazette?
(A) Section 27
(B) Section 28
(C) Section 29

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receipt, demand draft, banker's cheque, or postal order.

10. (B) Rupees Two per page
Rule 4 of the Right to Information Rules, 2012 specifies the fee structure for providing information in paper format. For information provided per page in A3 or A4 paper size created or copied, the prescribed charge is Rupees Two per page. This statutory rate ensures uniform charges for citizens seeking physical photocopies or printed records from public authorities.

11. (D) Proviso to Section 7(5)
The proviso to Section 7(5) of the RTI Act, 2005 mandates that no fee shall be charged from any person who belongs to the Below Poverty Line category, as determined by the appropriate government. Applicants claiming this exemption must produce a valid proof or certificate issued by competent government authorities along with their request to obtain information free of cost.

12. (A) Both A and R are true and R is the correct explanation of A
Section 7(6) of the RTI Act, 2005 explicitly provides that where a public authority fails to provide information within the statutory time limits specified in the Act, the information shall be provided free of any charge. The assertion correctly states this statutory consequence, and the reason directly cites the statutory provision that mandates free disclosure upon administrative delay.

13. (C) 30 days
Section 7(1) of the RTI Act, 2005 mandates that upon receipt of a request for information under Section 6, the Public Information Officer must either provide the requested information on payment of prescribed fees or reject the application with specific statutory reasons within thirty days. Failure to respond within thirty days constitutes a deemed refusal under the provisions of the Act.

14. (C) 48 hours
Under the proviso to Section 7(1) of the RTI Act, 2005, where the information requested concerns the life or liberty of a person, the designated Public Information Officer is required to provide the information within forty-eight hours of receiving the request. This expedited timeframe safeguards fundamental human rights and urgency involving individual safety or imminent legal liberty deprivation.

15. (A) I, II and III only
Section 6(3) mandates that an application must be transferred to another public authority within five days if the subject matter is held by or closely connected with that authority, and the applicant must be informed immediately. However, the receiving authority does not get a fresh forty-five-day limit; standard timeline rules apply, making statements one, two, and three correct.

16. (C) 40 days
The standard response period under Section 7(1) is thirty days. When an application is submitted through an Assistant Public Information Officer, an additional five days are added under Section 5(2). Furthermore, transferring the application to another public authority under Section 6(3) adds up to five more days. Consequently, the total maximum timeframe permitted in this scenario is forty days.

17. (B) Section 8(1)(c)
Section 8(1)(c) of the RTI Act, 2005 explicitly grants exemption from disclosure of information which would cause a breach of privilege of Parliament or the State Legislature. Public Information Officers are required to refuse access to internal legislative proceedings, committee deliberations, or documents whose public release would violate legislative privileges protected under constitutional and statutory law.

18. (A) Section 8(1)(e)
Section 8(1)(e) of the RTI Act, 2005 exempts information available to a person in their fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure. Examiners, evaluation panels, and institutional heads hold answer scripts and moderation notes in a trust and confidential capacity, invoking exemption under Section 8(1)(e) when evaluated against general requests.

19. (C) The sovereignty, security, strategic, scientific, or economic interests of the State
Section 8(1)(a) of the RTI Act, 2005 exempts information whose disclosure would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific, or economic interests of the State, relation with foreign State, or lead

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can be filed
(B) The Police Station having territorial local jurisdiction
(C) The designated Legal Advisor of the Department
(D) The Chief Information Commissioner serving in person

115. Consider the following statements regarding the powers of the Information Commission under Section 19(8):
I. Commission can direct public authority to designate a PIO if none exists.
II. Commission can direct public authority to publish information or statutory manuals.
III. Commission can order public authority to compensate applicant for detriment suffered.
IV. Commission can pass criminal imprisonment orders directly against defaulting PIOs.
Which of the statements given above are correct?
(A) I, II and III only
(B) I and IV only
(C) II, III and IV only
(D) I, II, III and IV

116. Under Section 2(e) of the RTI Act, 2005, who is the "competent authority" for a High Court?
(A) The President of India acting on Cabinet advice
(B) The Law Minister of the State
(C) The Governor of the State
(D) The Chief Justice of the High Court

117. Who is the "competent authority" for the House of the People (Lok Sabha) under Section 2(e)?
(A) The President of India acting on ministerial advice
(B) The Prime Minister of India
(C) The Speaker of the House of the People
(D) The Cabinet Secretary to the Government of India

118. Which Section of the RTI Act, 2005 defines "right to information"?
(A) Section 2(f)
(B) Section 2(j)
(C) Section 2(h)
(D) Section 2(l)

119. Right to Information under Section 2(j) includes which of the following rights?
(A) Right to obtain certified samples of materials
(B) Right to inspect works, documents, and records
(C) Right to obtain information in electronic modes like floppies/tapes/printouts
(D) All of the above

120. Under Section 2(i) of the RTI Act, 2005, "record" includes:
(A) Any document, manuscript and file
(B) Any microfilm, microfiche and facsimile copy of a document
(C) Any reproduction of image or images embodied in a microfilm
(D) All of the above

121. Under Section 6(1), if an applicant is unable to make a written request, who shall render all reasonable assistance to the person making the request orally to reduce the same in writing?
(A) The local Police Station Officer having jurisdiction
(B) A legal practitioner or advocate engaged by the applicant
(C) The Central or State Public Information Officer
(D) The District Magistrate or Sub-Divisional Magistrate

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122. Under Section 7(9) of the RTI Act, 2005, an information shall ordinarily be provided in the form in which it is sought unless:
(A) It would disproportionately divert resources or endanger record safety
(B) The designated PIO considers the specific form of request administratively inconvenient
(C) The RTI applicant resides in or belongs to another State or Union Territory
(D) The requested information or record is older than one calendar year from request date

123. If a PIO rejects an RTI application on the ground of Section 8, within what period must the decision be communicated to the applicant?
(A) 15 days
(B) 30 days from receipt of application
(C) 60 days
(D) No timeframe prescribed for rejections

124. Under Section 10(2) of the RTI Act, 2005, when notice of partial access (severability) is given, who must give notice to the applicant containing decision and reasons?
(A) The Appellate Authority of the concerned department
(B) The Public Information Officer
(C) The Information Commissioner presiding

29. (B) 45 days total
Under Section 19(6) of the RTI Act, 2005, a First Appeal shall be disposed of within thirty days of receipt. However, the First Appellate Authority may extend this period up to a maximum total of forty-five days for reasons to be recorded in writing. The statutory timeline cannot exceed forty-five days under any administrative circumstances.

30. (C) 90 days
Section 19(3) of the RTI Act, 2005 provides that a Second Appeal against a decision of the First Appellate Authority lies with the Central Information Commission or State Information Commission. The appeal must be filed within ninety days from the date on which the decision was made or should have been received by the aggrieved applicant.

31. (A) The Public Information Officer who denied the request
Section 19(5) of the RTI Act, 2005 explicitly places the burden of proof on the Public Information Officer who denied the RTI request. In any appeal proceedings before appellate authorities or the Information Commission, the officer must establish that the denial of information was justified under the specific exemption provisions enumerated in Section 8 or Section 9 of the Act.

32. (A) Both A and R are true and R is the correct explanation of A
Section 19(7) of the RTI Act, 2005 explicitly declares that the decision of the Central Information Commission or State Information Commission shall be binding. The Information Commission functions as a quasi-judicial body with statutory authority, and its orders on second appeals are final within the statutory scheme, subject only to constitutional writ remedies available before High Courts.

33. (B) Who has been refused access to any information requested under the Act
Section 18(1) of the RTI Act, 2005 empowers the Information Commission to receive and inquire into complaints from individuals faced with administrative barriers. Specific grounds include refusal of access to requested information, non-appointment of Public Information Officers, refusal to accept applications, demand for unreasonable fees, or provision of incomplete or false information by public authorities.

34. (A) Powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908
Under Section 18(2) and Section 18(3) of the RTI Act, 2005, while inquiring into any matter, the Information Commission is vested with the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908. This includes summoning witnesses, compelling production of documents, receiving evidence on affidavits, and requisitioning public records from any office.

35. (B) ₹ 250 per day up to a maximum of ₹ 25,000
Section 20(1) of the RTI Act, 2005 mandates that where the Information Commission finds that a Public Information Officer delayed providing information without reasonable cause, it shall impose a penalty of Rupees Two Hundred Fifty for each day of delay until the information is provided. However, the total amount of such penalty shall not exceed Rupees Twenty-Five Thousand.

36. (D) Disciplinary action under the service rules applicable to the officer
In addition to imposing financial penalties under Section 20(1), Section 20(2) of the RTI Act, 2005 empowers the Information Commission to recommend disciplinary action against a Public Information Officer. Such recommendation is issued if the officer persistently fails to receive applications, delays responses, or knowingly gives incorrect or misleading information under applicable administrative service rules.

37. (B) Section 4
Section 4 of the RTI Act, 2005 lays down the foundational obligations of public authorities regarding record management and proactive disclosure. It mandates public authorities to maintain, catalogue, and index records, and publish sixteen categories of operational information suo motu to minimize the need for citizens to formally file individual RTI applications for obtaining information.

38. (B) I, II and III only
Section 4(1)(b) requires public authorities to publish details of organization, operational functions, powers and duties of officers, and decision-making procedures. However, confidential annual performance appraisals or secret evaluation criteria are individual personal records covered by privacy exemptions under Section 8(1)(j), and are not statutory items of

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of the People. The Speaker holds statutory authority to frame RTI rules and regulate information access mechanisms for the Lok Sabha parliamentary secretariat.

118. (B) Section 2(j)
Section 2(j) of the RTI Act, 2005 formally defines the term "right to information". It establishes the right to access information held by or under the control of any public authority, encompassing inspection of works, documents, records, taking certified copies, obtaining certified samples, and accessing electronic data formats.

119. (D) All of the above
Section 2(j) of the RTI Act, 2005 defines right to information to include inspecting works, documents, and records; taking notes, extracts, or certified copies; obtaining certified samples of material; and securing information through electronic formats like diskettes, floppies, tapes, or video cassettes. Thus, all listed methods represent valid statutory rights.

120. (D) All of the above
Section 2(i) of the RTI Act, 2005 provides a broad definition of "record". It includes any document, manuscript, and file; any microfilm, microfiche, and facsimile copy of a document; any reproduction of image or images embodied in a microfilm; and any other material produced by a computer or any other device.

121. (C) The Central or State Public Information Officer
Under the proviso to Section 6(1) of the RTI Act, 2005, where an applicant is unable to make a written request, the Central or State Public Information Officer is legally obligated to render all reasonable assistance to the person making the request orally to reduce the same into writing for processing.

122. (A) It would disproportionately divert resources or endanger record safety
Section 7(9) of the RTI Act, 2005 mandates that information shall ordinarily be provided in the format in which it is sought, unless doing so would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the specific physical record in question.

123. (B) 30 days from receipt of application
Under Section 7(1) of the RTI Act, 2005, if a Public Information Officer decides to reject an RTI application on any ground specified under Section 8 or Section 9, the rejection decision must be communicated to the applicant within thirty days from the date of receipt of the application.

124. (B) The Public Information Officer
Under Section 10(2) of the RTI Act, 2005, when partial access to a record is granted after severing exempt portions, the Public Information Officer must give written notice to the applicant informing them of the decision, reasons for partial disclosure, name and designation of the decision-maker, and appellate details.

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125. (C) Disclose contract and evaluation sheets as finalized expenditure is public
Once a commercial tender process is finalized and the contract is officially awarded, evaluation matrices, comparative bid sheets, and public fund allocation details become public information. Since financial expenditure of public money requires public accountability, the Head of Institution acting as PIO must disclose finalized tender evaluation records upon request.

126. (D) The Prime Minister of India
Section 12(3) of the RTI Act, 2005 establishes that the selection committee for recommending the appointment of the Chief Information Commissioner and Information Commissioners is headed by the Prime Minister of India as Chairperson, along with the Leader of Opposition in Lok Sabha and a Union Cabinet Minister.

127. (A) Law, science and technology, social service, management, journalism, mass media or administration and governance
Section 12(5) of the RTI Act, 2005 mandates that the Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media, or administration and governance, ensuring multi-disciplinary administrative expertise.

128. (D) All of the above
Section 12(6) of the RTI Act, 2005 disqualifies individuals holding certain offices from appointment as Information Commissioners. A Chief Information Commissioner or Information

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in the Official Secrets Act, 1923, or any other law for the time being in force. This overriding effect ensures that statutory secrecy laws cannot be invoked arbitrarily to block public access.

48. (A) I and II only
Section 21 provides statutory immunity from legal suits, prosecution, or administrative proceedings against any person for anything done or intended to be done in good faith under the RTI Act or rules. However, deliberate default, willful delay, or bad faith actions by Public Information Officers are not protected, making statements one and two correct while statement three is incorrect.

49. (C) Section 23
Section 23 of the RTI Act, 2005 explicitly bars civil courts from entertaining any suit, application, or other proceeding in respect of any order made under the Act. No order made under the RTI Act can be called into question except through the statutory appeal mechanism provided under Section 19 or constitutional writ jurisdictions of High Courts and Supreme Court.

50. (A) The Central or State Information Commission
Under Section 25(1) of the RTI Act, 2005, the Central Information Commission or State Information Commission is mandated to prepare an annual report on the implementation of the provisions of the Act after the end of each year. This report is subsequently submitted to the appropriate government to be laid before each House of Parliament or the State Legislature.

51. (C) Head of School / Principal
In government and government-aided schools, the Head of School or Principal is designated as the Public Information Officer (PIO) under Section 5(1) of the RTI Act, 2005. The Principal holds administrative charge of institutional records and is legally responsible for processing applications, providing information, or communicating statutory decisions within the prescribed statutory departmental timelines.

52. (A) Both A and R are true and R is the correct explanation of A
Section 6(2) of the RTI Act, 2005 explicitly mandates that an applicant seeking information shall not be required to give any reason for requesting the information or any personal details except those necessary for contacting them. Therefore, an RTI request cannot be denied for lack of stated reasons or administrative motives, making both assertion and reason true and directly linked.

53. (A) Within 5 days
Section 6(3) of the RTI Act, 2005 mandates that where an application is transferred from one public authority to another because the subject matter is held by or closely connected with the latter, the transfer must be made as soon as practicable. In no case shall transfer exceed five days from receipt, and the applicant must be intimated immediately.

54. (C) No fee for the first hour
Under Rule 4(e) of the Right to Information Rules, 2012, no fee shall be charged for the inspection of public records for the first hour. This statutory provision encourages public scrutiny and civic transparency by allowing citizens to examine official documents, registers, and files free of charge during the initial sixty minutes of document inspection.

55. (A) Rupees Five
Under Rule 4(e) of the Right to Information Rules, 2012, while inspection of records is free for the first hour, a fee of Rupees Five is charged for each subsequent hour or fraction thereof. This reasonable fee structure balances citizen access with administrative costs incurred by public authorities during extended document inspection sessions.

56. (A) Post-dated Personal Cheque
Under the Right to Information Rules, 2012, valid modes of fee payment include cash against proper receipt, demand draft, banker's cheque, or postal order. Post-dated personal cheques are not recognized as valid tender because they carry financial risk and lack guaranteed instant clearance, making them unacceptable for settling statutory administrative fee obligations under RTI rules.

57. (C) Section 4(1)(b)(xii)
Section 4(1)(b)(xii) of the RTI Act, 2005 requires public authorities to proactively publish details regarding the execution of subsidy programmes, including allocated financial budgets, institutional operational details, and specific lists of beneficiaries. This proactive disclosure ensures public accountability and prevents leakage of

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public funds in welfare programs, educational scholarships, and civic schemes.

58. (A) Provide the biometric attendance record as attendance records of public servants are disclosable
Biometric attendance records of teaching and administrative staff in a government school relate to official duties and public functioning. Official attendance records of public servants are public documents subject to disclosure under the RTI Act, 2005. Since routine operational attendance does not constitute protected personal privacy, the Principal must provide the requested attendance records to the applicant.

59. (D) Yes, under Section 2(j)(i) which defines right to information to include inspection of work and records
Section 2(j)(i) of the RTI Act, 2005 defines the right to information to explicitly include the inspection of work, documents, and records held by public authorities. Citizens have a statutory right to physically inspect public civil infrastructure works, mid-day meal operations, school facilities, and ongoing construction projects to verify quality and administrative statutory compliance.

60. (D) I, II, III and IV
Section 2(j) defines right to information comprehensively. It includes inspecting work, documents, and records; taking notes, extracts, or certified copies; obtaining certified samples of materials; and obtaining information in electronic forms like diskettes, floppies, tapes, video cassettes, or printouts. All four listed items represent legally valid formats for exercising the statutory Right to Information under the Act.

61. (C) Question papers and solution keys can be disclosed after the examination is conducted as secrecy is no longer required
In ICAI v. Shaunak H. Satya (2012), the Supreme Court ruled that model answer keys and question papers must be kept confidential prior to the examination to maintain integrity. However, once the examination is successfully completed, confidentiality is no longer required, and question papers and answer keys must be disclosed under the RTI Act upon request.

62. (D) The reasons for rejection, period for filing an appeal, and particulars of the appellate authority
Section 7(8) of the RTI Act, 2005 mandates that when a Public Information Officer rejects a request, written notice must be communicated to the applicant detailing: the reasons for rejection, the statutory period within which an appeal may be filed, and the administrative particulars of the First Appellate Authority empowered to hear the appeal.

63. (A) The Public Authority (Department/School)
Under Section 19(8)(b) of the RTI Act, 2005, the Information Commission has statutory authority to require the public authority to compensate the applicant for any loss or detriment suffered due to non-compliance. Unlike personal penalties imposed on defaulting officers under Section 20, compensation awards ordered under Section 19(8)(b) are paid directly by the public authority entity.

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64. (B) Statutory Body created by an Act of Parliament
The Central Information Commission was established pursuant to Section 12 of the Right to Information Act, 2005, making it an independent statutory body created by an Act of Parliament. It is not a constitutional body created under a specific constitutional article, nor is it an executive advisory committee formed through executive order or cabinet resolution.

65. (A) Both A and R are true and R is the correct explanation of A
Section 12(3) of the RTI Act, 2005 provides that the Chief Information Commissioner and Information Commissioners shall be appointed by the President of India on the recommendation of a committee consisting of the Prime Minister, Leader of Opposition in Lok Sabha, and a Union Cabinet Minister. Both assertion and reason are factually correct and logically linked.

66. (A) The Central Government by rules
Following the Right to Information (Amendment) Act, 2019, Section 13 and Section 16 were amended to empower the Central Government to determine the term of office, salaries, allowances, and service conditions of the Chief Information Commissioner and Information Commissioners at central and state levels through administrative rules framed under the Act.

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67. (C) Section 8(1)(j)
Section 8(1)(j) of the RTI Act, 2005 provides exemption for personal information which has no relationship to any public activity or interest, or which would cause an unwarranted invasion of privacy of the individual. Personal details can only be disclosed if the Public Information Officer or Appellate Authority is satisfied that larger public interest justifies disclosure.

68. (D) Impede the process of investigation or apprehension or prosecution of offenders
Section 8(1)(h) of the RTI Act, 2005 grants explicit exemption from disclosure of information which would impede the process of investigation or the apprehension or prosecution of offenders. Law enforcement agencies and administrative departments can withhold active investigative files, charge-sheet preparation notes, or suspect surveillance records while inquiries remain actively ongoing under this provision.

69. (B) Section 27
Section 27 of the RTI Act, 2005 empowers the appropriate Government (Central or State Government) to make rules by notification in the Official Gazette to carry out the provisions of the Act. Rules may cover application fees, format of appeals, salaries, and procedural matters required to operationalize the statutory provisions across jurisdictions.

70. (A) I and II only
Under Section 28 of the RTI Act, 2005, the competent authority—such as the Chief Justice of India for the Supreme Court or the Speaker of Lok Sabha for Parliament—has power to make rules. Heads of individual schools or local offices lack legislative authority to independently frame RTI rules, making statements one and two correct.

71. (B) 10 days
Under Section 11(2) of the RTI Act, 2005, when a written notice is served by the Public Information Officer regarding requested third-party confidential information, the third party is given ten days from the date of receipt of notice to make oral or written representations against the proposed disclosure of information.

72. (C) Section 22
Section 22 of the RTI Act, 2005 contains an explicit non-obstante clause establishing that the provisions of the Act shall have effect notwithstanding anything inconsistent contained in the Official Secrets Act, 1923, or any other law for the time being in force, or any instrument having effect by virtue of any law.

73. (B) ₹ 25,000
Section 20(1) of the RTI Act, 2005 provides that if a Public Information Officer knowingly gives incorrect, incomplete, or misleading information, the Information Commission shall impose a daily penalty of Rupees Two Hundred Fifty. The aggregate total penalty imposed on the officer under this provision cannot exceed the statutory limit of Rupees Twenty-Five Thousand.

74. (A) The President of India, after an inquiry by the Supreme Court
Section 14(1) of the RTI Act, 2005 provides that the Chief Information Commissioner or any Information Commissioner may be removed from office only by order of the President of India on the ground of proved misbehavior or incapacity, after the Supreme Court conducts an inquiry on a reference made by the President and reports its findings.

75. (D) Deny disclosure under Section 8(1)(j) as medical details are personal privacy
Clinical diagnostic summaries, medical leave applications, and personal health records of an employee constitute personal information under Section 8(1)(j) of the RTI Act, 2005. Medical records do not relate to public activity, and disclosing them causes unwarranted invasion of personal privacy. Therefore, the Principal must deny disclosure unless larger public interest is established.

76. (B) Yes, Section 2(j)(iii) explicitly includes taking certified samples of material
Section 2(j)(iii) of the RTI Act, 2005 explicitly defines the right to information to include taking certified samples of material. Citizens are legally entitled to obtain certified samples of construction materials, building supplies, or food grains used in public works or school infrastructure to test quality and verify statutory standards of public projects.

77. (C) A refusal of the request
Under Section 7(2) of the RTI Act, 2005, if a Public Information Officer fails to give a decision on an RTI application within the statutory

under the statutory provisions governing public transparency and governance.

98. (A) Endanger the life or physical safety of any person or identify a confidential source
Section 8(1)(g) of the RTI Act, 2005 grants explicit exemption from disclosure of information which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes, protecting whistleblowers and informants from potential life threats.

99. (C) Central Information Commission / State Information Commission
Section 19(3) of the RTI Act, 2005 specifies that a Second Appeal against the decision of the First Appellate Authority lies with the Central Information Commission or State Information Commission. For GNCTD departments including the Directorate of Education, the competent quasi-judicial forum for hearing second appeals is the Information Commission.

100. (D) Examiners' identities are protected under fiduciary relationship and safety under Section 8(1)(g)
In CBSE v. Aditya Bandopadhyay (2011), the Supreme Court ruled that while examinees can access their own evaluated answer sheets, disclosure of identities of examiners is exempt under Section 8(1)(g) and Section 8(1)(e). Revealing examiners' names would endanger their physical safety, compromise independence, and breach fiduciary evaluation confidentiality.

101. (C) Proviso to Section 24(1)
The proviso to Section 24(1) of the RTI Act, 2005 explicitly dictates that information pertaining to allegations of corruption shall not be excluded under the general organizational exemption granted to security and intelligence bodies listed in the Second Schedule, ensuring that corruption allegations remain subject to statutory public scrutiny.

102. (A) 30 days
Under the proviso to Section 24(1) of the RTI Act, 2005, when an applicant requests information concerning allegations of corruption from intelligence and security organizations listed in the Second Schedule, such information must be provided within thirty days from the date of receipt of the request, adhering to standard statutory timeframes.

103. (D) Cost effectiveness, local language, and effective communication methods in that local area
Section 4(3) of the RTI Act, 2005 mandates that all information and materials shall be disseminated taking into consideration cost effectiveness, local language, and the most effective methods of communication in that local area. This ensures that proactive disclosures are easily accessible, understandable, and affordable for common citizens in regional communities.

104. (A) Publishing facilities available to citizens for obtaining information, including library working hours
Section 4(1)(b)(xv) of the RTI Act, 2005 mandates that public authorities, including school administrative setups, proactively publish particulars of facilities available to citizens for obtaining information, such as working hours of library or reading room if maintained for public use, ensuring smooth public access to institutional resources.

105. (A) Both A and R are true and R is the correct explanation of A
The preamble of the RTI Act, 2005 emphasizes that democratic governance requires an informed citizenry and transparency to contain corruption and hold government accountable. Simultaneously, it recognizes the need to harmonize these goals with efficient operation of government, preservation of confidential resources, and optimal utilization of limited administrative resources.

106. (A) The Public Information Officer who denied the request
Section 19(5) of the RTI Act, 2005 explicitly mandates that in any appeal proceedings before appellate authorities or the Information Commission, the onus to prove that a denial of a request was justified lies squarely upon the Public Information Officer who denied the request, establishing a statutory presumption favoring public disclosure.

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principles of natural justice before penalizing administrative personnel.

88. (A) Refuse as premature disclosure would compromise examination integrity
Requesting model answer keys or evaluation schemes prior to the conduct of an examination compromises secrecy and administrative integrity of the testing process. As affirmed by judicial precedent, releasing answer keys before exams enables unfair practices. The Principal must refuse premature disclosure to preserve confidentiality and fair conduct of the competitive recruitment process.

89. (C) CBSE v. Aditya Bandopadhyay (2011)
In CBSE v. Aditya Bandopadhyay (2011), the Supreme Court emphasized that while the RTI Act promotes transparency, the right to information is not absolute. The Court held that RTI must be harmonized with competing public interests, including efficient administrative operation, protection of confidential relationships, and prevention of unwarranted administrative burdens.

90. (A) Both A and R are true and R is the correct explanation of A
Section 8(1)(j) protects personal information from unwarranted privacy invasion. However, expenditure of public funds on public school infrastructure directly concerns public activity, financial accountability, and civic interest. Therefore, details of public maintenance funds cannot be withheld under privacy exemptions, making both assertion and reason true and logically connected.

91. (C) Free of charge
Under the proviso to Section 7(5) of the RTI Act, 2005 and Rule 5 of the RTI Rules, 2012, no fee or inspection charges shall be collected from any applicant belonging to the Below Poverty Line category. BPL applicants are entitled to inspect records and obtain certified copies completely free of charge.

92. (C) Section 24
Section 24(1) of the RTI Act, 2005 provides that nothing contained in the Act shall apply to specified intelligence and security organizations established by the Central Government listed in the Second Schedule. However, information pertaining to allegations of corruption and human rights violations remains subject to statutory disclosure obligations.

93. (C) Substantially financed directly or indirectly by funds provided by the appropriate Government
Section 2(h)(d)(ii) of the RTI Act, 2005 defines a public authority to include any non-governmental organization substantially financed directly or indirectly by funds provided by the appropriate Government. Quantum of financing depends on whether government assistance is substantial enough to sustain operational functioning, bringing such private entities under RTI.

94. (D) To inform the applicant of the fee calculations and their right to appeal regarding the fee demanded
Under Section 7(3)(a) of the RTI Act, 2005, when additional fees are calculated, the Public Information Officer must dispatch a notice informing the applicant of the exact fee calculations, break-up of charges, and their statutory right to file an appeal before appellate authorities regarding the fee amount demanded.

95. (B) I and III only
Under Section 7(3)(a), the period intervening between the dispatch of the fee demand notice and the deposit of fees by the applicant is excluded when calculating the thirty-day response period. Once the fee is paid, the clock resumes, leaving the remaining days to fulfill the request, making statements one and three correct.

96. (B) To the Central/State Public Information Officer or Assistant Public Information Officer
Section 6(1) of the RTI Act, 2005 specifies that a citizen desiring to obtain information may submit an RTI application in writing or through electronic means to the designated Central Public Information Officer, State Public Information Officer, or Assistant Public Information Officer of the concerned public authority holding the requested administrative records.

97. (B) Information regarding general administrative policy decisions after they are finalized
Information regarding general administrative policy decisions after they are finalized does not fall under any exemption listed in Section 8(1) of the RTI Act, 2005. Once administrative policy decisions are finalized and officially made, they are public records subject to full disclosure

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period specified under Section 7(1), such failure shall be deemed to be a refusal of the request. This enables the applicant to immediately file a First Appeal.

78. (A) Both A and R are true and R is the correct explanation of A
Section 6(1) of the RTI Act, 2005 specifies that a request for information can be submitted in writing or through electronic means in English, Hindi, or the official regional language. There is no statutory requirement for pre-printed application forms, and an RTI request cannot be rejected on rigid technical format grounds, making both statements true.

79. (A) To provide assistance to enable the applicant to make the request in writing
Under the proviso to Section 6(1) of the RTI Act, 2005, where a request cannot be made in writing, the Public Information Officer is required to render all reasonable assistance to the person making the request orally to reduce the same in writing, ensuring sensorily disabled or illiterate citizens effectively exercise their statutory rights.

80. (B) ₹ 50 per diskette / CD
Under Rule 4(g) of the Right to Information Rules, 2012, for providing information in electronic format such as a diskette, floppy, or Compact Disc (CD), the prescribed fee is Rupees Fifty per diskette or CD. Public authorities charge this statutory rate when fulfilling information requests requiring digital or electronic media distribution.

81. (B) Duly catalogued and indexed in a manner that facilitates right to information under the Act
Section 4(1)(a) of the RTI Act, 2005 mandates every public authority to maintain all its records duly catalogued and indexed in a manner and form which facilitates the Right to Information under the Act. It further mandates ensuring that appropriate records are computerized and networked across the country to facilitate access.

82. (C) Section 11
Section 11 of the RTI Act, 2005 details the statutory procedure for handling third-party information. It mandates that when a Public Information Officer intends to disclose information supplied by a third party that is treated as confidential, written notice must be served to the third party within five days to invite written or oral representations.

83. (B) Within 30 days
Section 19(6) of the RTI Act, 2005 provides that an appeal filed before the First Appellate Authority shall be disposed of within thirty days of the receipt of the appeal. Extension up to forty-five days is permitted only for exceptional reasons recorded in writing, making thirty days the standard statutory disposal timeline.

84. (D) Commercial confidence, trade secrets, or intellectual property, unless larger public interest warrants disclosure
Section 8(1)(d) of the RTI Act, 2005 grants exemption from disclosure of information including commercial confidence, trade secrets, or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information.

85. (A) I only
Section 9 of the RTI Act, 2005 provides an explicit statutory ground for rejection where a request for information would involve an infringement of copyright subsisting in a person other than the State. Administrative burden, staffing shortages, or file volume are not valid statutory rejection grounds under Section 9, making statement one the sole correct option.

86. (D) All of the above
Section 19(8)(a) empowers the Information Commission to direct a public authority to take steps necessary to achieve compliance with the Act. This includes appointing Public Information Officers, publishing proactive manuals, making necessary changes to record maintenance practices, enhancing staff training, and submitting compliance reports, covering all listed statutory administrative directions.

87. (D) Give the PIO a reasonable opportunity of being heard
Under the proviso to Section 20(1) of the RTI Act, 2005, before the Information Commission imposes any financial penalty on a Public Information Officer for delay or default, the officer must be given a reasonable opportunity of being heard. This requirement adheres to

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107. (D) No, the RTI Act requires public authorities to provide information that exists and is held by them
Under the RTI Act, 2005, a Public Information Officer is required to provide information that exists and is held by or under the control of the public authority. The Act does not require public authorities to create new data, synthesize raw files, solve hypothetical problems, or offer opinions and answers to speculative queries.

108. (B) Section 15
Section 15 of the RTI Act, 2005 provides detailed statutory provisions regarding the Constitution of the State Information Commission. It specifies the composition, method of appointment, headquarters, and operational framework governing State Information Commissioners to adjudicate second appeals and complaints within their respective State territorial jurisdictions.

109. (C) The Chief Minister of the State
Under Section 15(3) of the RTI Act, 2005, the State Chief Information Commissioner and State Information Commissioners are appointed by the Governor on the recommendation of a selection committee headed by the Chief Minister of the State as Chairperson, along with the Leader of Opposition and a nominated Cabinet Minister.

110. (D) No, stock registers of public equipment purchased with public funds are disclosable public records
Stock registers of school equipment purchased using public funds or central grants pertain directly to public expenditure, institutional asset accountability, and financial administration. Stock registers do not fall under any exemption in Section 8. Therefore, the Principal cannot refuse access, as stock registers constitute disclosable public records under the RTI Act, 2005.

111. (A) Within 30 days from the expiry of the period of 30 days
Under Section 19(1) of the RTI Act, 2005, if an applicant does not receive a decision from the Public Information Officer within the statutory response period of thirty days, the applicant may file a First Appeal within thirty days from the expiry of that initial thirty-day response timeframe.

112. (B) Yes, if satisfied that the appellant was prevented by sufficient cause from filing in time
Under the proviso to Section 19(1) of the RTI Act, 2005, the First Appellate Authority may entertain a First Appeal after the expiry of the statutory period of thirty days if satisfied that the appellant was prevented by sufficient cause from filing the appeal in time, providing administrative condonation of delay.

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113. (B) Yes, if satisfied that the appellant was prevented by sufficient cause from filing in time
Under the proviso to Section 19(3) of the RTI Act, 2005, the Central Information Commission or State Information Commission may entertain a Second Appeal after the expiry of the statutory period of ninety days if satisfied that the appellant was prevented by sufficient cause from filing the appeal within the prescribed timeframe.

114. (A) The Appellate Authority to whom appeal can be filed
Section 7(8)(iii) of the RTI Act, 2005 mandates that when rejecting an application, the Public Information Officer must communicate to the applicant the particulars of the First Appellate Authority to whom an appeal can be filed, including contact details and the statutory period within which the appeal must be submitted.

115. (A) I, II and III only
Section 19(8) empowers the Information Commission to order public authorities to designate PIOs, publish information manuals, and compensate applicants for detriment suffered. However, the Commission cannot directly pass criminal imprisonment orders against defaulting officers under Section 19(8), making statements one, two, and three correct while statement four is incorrect.

116. (D) The Chief Justice of the High Court
Section 2(e)(iii) of the RTI Act, 2005 explicitly defines the "competent authority" for a High Court as the Chief Justice of the High Court. The competent authority is empowered to frame rules, prescribe fee structures, and administer procedural regulations governing RTI applications concerning High Court administrative records.

117. (C) The Speaker of the House of the People
Section 2(e)(i) of the RTI Act, 2005 defines the "competent authority" for the House of the People (Lok Sabha) as the Speaker of the House

proactive disclosure, making statements one, two, and three correct.

39. (D) 120 days
Section 4(1)(b) of the RTI Act, 2005 mandated that every public authority publish the sixteen statutory categories of proactive disclosure within 120 days from the enactment of the Act. This statutory timeline ensured that public authorities systematically organized departmental operational manuals, organizational structures, and administrative information for public access immediately upon the full operationalization of the law.

40. (A) To provide as much information suo motu to the public at regular intervals through various means of communication
Section 4(2) of the RTI Act, 2005 mandates that it shall be a constant endeavor of every public authority to take steps to provide as much information suo motu to the public at regular intervals through various means of communication, including internet websites. This continuous proactive effort ensures citizens have direct access to public records without relying extensively on applications.

41. (C) School Stock Register and Furniture/ Equipment Invoices
School stock registers, financial invoices, and procurement records pertain to public expenditure and utilization of public resources, making them public records accessible under the RTI Act, 2005. Conversely, unreleased answer scripts of third parties, staff medical diagnosis certificates, and student adoption details are personal or confidential records protected from general public disclosure under statutory privacy exemptions.

42. (A) Both A and R are true and R is the correct explanation of A
Evaluated answer scripts constitute information under Section 2(f) held by the examining authority. The Supreme Court has affirmed that examining bodies do not hold answer scripts in a fiduciary capacity vis-à-vis examinees. Therefore, candidates have a statutory right to inspect and obtain certified copies of their own evaluated answer sheets, making both assertion and reason true and linked.

43. (D) CBSE v. Aditya Bandopadhyay (2011)
In the landmark case CBSE v. Aditya Bandopadhyay (2011), the Supreme Court of India held that an evaluated answer script constitutes information under Section 2(f) of the RTI Act, 2005. The Court ruled that students have a fundamental statutory right to inspect and receive copies of their answer books, holding that examining bodies do not act in a fiduciary capacity.

44. (B) They are personal information under Section 8(1)(j) exempt from disclosure unless larger public interest is shown
In Girish Ramchandra Deshpande v. Central Information Commissioner (2012), the Supreme Court held that service performance records, show-cause notices, censure memos, and disciplinary orders of a public employee constitute personal information under Section 8(1)(j). Such personal administrative details are exempt from public disclosure to third parties unless a larger public interest overrides individual privacy rights.

45. (C) Refuse under Section 8(1)(j) as third-party personal information unless a larger public interest is proven
An answer script of a third-party student contains individual performance evaluation and personal marks details. Under Section 8(1)(j) of the RTI Act, 2005, personal information cannot be disclosed to a third party unless the applicant demonstrates that a larger public interest justifies such disclosure. In the absence of established public interest, the Principal must refuse the request to protect privacy.

46. (D) Provide access to that part of the record which does not contain exempt information
Section 10(1) of the RTI Act, 2005 establishes the principle of severability. When an RTI application requests a record containing exempt and non-exempt information, access may be granted to that part of the record which does not contain exempted information and can reasonably be severed from any part that contains exempt information, ensuring transparency while maintaining statutory protections.

47. (C) Section 22
Section 22 of the RTI Act, 2005 contains an explicit non-obstante clause, declaring that the provisions of the Act shall have effect notwithstanding anything inconsistent contained

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Commissioner shall not be a Member of Parliament or State Legislature, hold any office of profit, be connected with any political party, or pursue any business or profession.

129. (B) Delhi
Section 12(7) of the RTI Act, 2005 provides that the headquarters of the Central Information Commission shall be located at Delhi. The provision further empowers the Central Information Commission to establish offices in other places in India with the prior approval of the Central Government.

130. (C) Such term as may be prescribed by the Central Government
Following the Right to Information (Amendment) Act, 2019, Section 13(1) was amended to provide that the Chief Information Commissioner and Information Commissioners shall hold office for such term as may be prescribed by the Central Government through rules framed under the Act, replacing the earlier fixed five-year term.

131. (C) No, shall not be eligible for reappointment
Section 13(2) of the RTI Act, 2005 explicitly provides that the Chief Information Commissioner shall not be eligible for reappointment upon completion of their term. This statutory prohibition ensures operational independence and prevents conflict of interest in adjudicating public information appeals against administrative government bodies.

132. (D) State Information Commission
Section 15(1) of the RTI Act, 2005 mandates that every State Government shall, by notification in the Official Gazette, constitute an independent body to be known as the State Information Commission to exercise powers and perform statutory functions assigned to it under the Act within that State.

133. (B) Such term as prescribed by the Central Government
Following the Right to Information (Amendment) Act, 2019, Section 16(1) of the RTI Act, 2005 was amended to specify that the State Chief Information Commissioner and State Information Commissioners shall hold office for such term as may be prescribed by the Central Government through administrative rules.

134. (C) Section 20
Section 20 of the RTI Act, 2005 lays down statutory provisions governing penalties and disciplinary action. Section 20(1) empowers Information Commissions to impose financial penalties on Public Information Officers for delay or default, while Section 20(2) empowers them to recommend departmental disciplinary proceedings for persistent non-compliance.

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135. (B) ₹ 25,000
Under Section 20(1) of the RTI Act, 2005, the maximum aggregate financial penalty that can be imposed on a defaulting Public Information Officer is Rupees Twenty-Five Thousand. The penalty accumulates at a rate of Rupees Two Hundred Fifty per day of administrative delay until the statutory limit is reached.

136. (A) The Public Information Officer
Under the proviso to Section 20(1) of the RTI Act, 2005, the burden of proving that the Public Information Officer acted reasonably and diligently lies squarely on the Public Information Officer during penalty proceedings conducted before the Central Information Commission or State Information Commission.

137. (C) Section 23
Section 23 of the RTI Act, 2005 explicitly bars civil courts from entertaining any suit, application, or other legal proceeding in respect of any order made under the Act. No administrative order passed under RTI provisions can be challenged in civil court litigation, protecting the statutory quasi-judicial appeal mechanism.

138. (A) Central / State Information Commission
Section 25(1) of the RTI Act, 2005 requires the Central Information Commission or State Information Commission to prepare an Annual Report as soon as practicable after the end of each year, detailing implementation statistics, penal actions, and systemic compliance across public authorities under its jurisdiction.

139. (D) Section 25(2)
Section 25(2) of the RTI Act, 2005 mandates that each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information and statistics to the Information Commission as are required to prepare the mandatory annual

correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. The Contract Labour (Regulation and Abolition) Act, 1970 applies to every establishment and contractor employing a minimum threshold of workmen. What is this statutory numerical threshold under the Central Act?
(A) 10 or more workmen
(B) 20 or more workmen
(C) 50 or more workmen
(D) 100 or more workmen

7. The provisions of the Contract Labour (Regulation and Abolition) Act, 1970 do NOT apply to an establishment in which work performed is of what nature?
(A) Perennial and continuous work lasting throughout the year
(B) Core educational and pedagogical administration
(C) Skilled technical operation in government establishments
(D) Intermittent or casual nature

8. Under Section 1(5) of the Contract Labour (Regulation and Abolition) Act, 1970, consider the following authorities regarding who decides whether work performed in an establishment is of an intermittent or casual nature:
I. The Principal Employer of the establishment
II. The appropriate Government after consultation with the Advisory Board
III. The District Magistrate of the concerned district
Which of the above statement(s) is/are correct?
(A) I only
(B) II only
(C) I and III only
(D) I, II, and III

9. For the purpose of deciding whether work performed in an establishment is intermittent under the Contract Labour Act, work shall NOT be deemed intermittent if it was performed for more than how many days in the preceding 12 months?
(A) 60 days
(B) 120 days
(C) 180 days
(D) 240 days

10. For seasonal operations, work performed in an establishment shall NOT be deemed intermittent if it is performed for more than how many days per year?
(A) 30 days
(B) 60 days
(C) 90 days
(D) 120 days

11. Which of the following categories of personnel is EXCLUDED from the definition of 'workman' under Section 2(1)(i) of the Contract Labour (Regulation and Abolition) Act, 1970?
(A) A person employed in any establishment to do manual, unskilled, skilled, technical, or clerical work for wages
(B) A highly skilled technical operational specialist hired through an authorized third-party staffing agency
(C) An unschooled operational sanitation worker deployed directly through a registered private labour contractor
(D) A person employed in a managerial or administrative capacity

12. A government school engages an agency to supply 25 personnel for daily cleaning and maintenance. The agency hires individuals who work under the direct instructions of the agency's supervisor on school premises.
How are these 25 personnel legally categorized under the Contract Labour (Regulation and Abolition) Act, 1970?
(A) Regular civil servants belonging to the permanent cadre of the Directorate of Education
(B) Contract labour employed in connection with establishment work
(C) Part-time daily wage civil employees entitled to direct departmental employment benefits
(D) Independent commercial service providers operating under general commercial agency contracts

13. Under Section 2(1)(b) of the Contract Labour Act, a workman is deemed to be employed as contract labour in or in connection with the work of an establishment when he is hired in or in connection with such work by or through whom?
(A) The Head of Office directly in their official administrative capacity
(B) The local municipal authority having jurisdiction over the establishment

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CHAPTER 11

Contract Labour (Abolition and Regulation) Act, 1970

1. The Contract Labour (Regulation and Abolition) Act, 1970 was enacted primarily to achieve which of the following dual objectives?
(A) To mandate the permanent absorption of all contract workers and completely eliminate private recruitment agencies across all sectors
(B) To regulate contract labour in certain establishments and provide for its abolition in specified circumstances
(C) To fix uniform statutory minimum wages across all industrial sectors and abolish informal apprenticeship training frameworks
(D) To transfer the administrative management of all outsourced departmental staff directly to the Union Ministry of Labour and Employment

2. Which of the following statements accurately reflects the legislative intent behind the Contract Labour (Regulation and Abolition) Act, 1970?
(A) It regulates contract labour where abolition is infeasible and mandates abolition where work is perennial and core in nature.
(B) It aims at an immediate and total prohibition on employing any contract labour across all industrial sectors in India.
(C) It automatically converts all contract labour arrangements into direct regular government civil posts after three years of continuous service.
(D) It completely replaces the provisions of the Industrial Disputes Act, 1947 for all categories of contingent and outsourced staff.

3. Under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, which authority is empowered to prohibit the employment of contract labour in any process, operation, or other work in any establishment?
(A) The High Court having territorial jurisdiction over the state upon receiving a public interest writ petition
(B) The Chief Inspector of Factories acting independently in exercise of statutory administrative powers
(C) The appropriate Government, after consulting the Central or State Advisory Board
(D) The Principal of the educational institution acting in their official capacity as the designated Head of Office

4. What is the socio-economic objective served by regulating contract labour under the Contract Labour (Regulation and Abolition) Act, 1970?
(A) Eliminating the long-term financial liability of government departments towards statutory employee pensions and retirement benefits
(B) Systematically replacing the permanent administrative cadre with flexible, cost-effective contractual operational personnel
(C) Facilitating unchecked administrative privatization and outsourcing of essential public utility and municipal services
(D) Preventing worker exploitation and ensuring basic human working conditions and fair wage payments

5. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): The Contract Labour (Regulation and Abolition) Act, 1970 does not contemplate total abolition of contract labour in all industrial activities.
Reason (R): Certain intermittent or temporary works require contract labour flexibility, making complete prohibition economically unviable.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the

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statutory implementation report under Section 25.

140. (B) Refuse under Section 8(1)(j) unless larger public interest is shown
Raw, untabulated diagnostic test marks and individual student academic records constitute personal information under Section 8(1)(j) of the RTI Act, 2005. Disclosing individual test performance to third parties causes unwarranted invasion of student privacy. Therefore, the Principal must refuse disclosure unless a larger public interest is established.

141. (C) Monthly remuneration received by each officer, including system of compensation
Section 4(1)(b)(x) of the RTI Act, 2005 mandates that every public authority proactively publish the monthly remuneration received by each of its officers and employees, including the administrative system of compensation provided by regulation, ensuring public financial transparency regarding official public salary expenditures.

142. (D) Budget allocated to each agency, including plans, proposed expenditures, and disbursements
Section 4(1)(b)(xi) of the RTI Act, 2005 requires every public authority to proactively publish details of the budget allocated to each of its administrative agencies, including all financial plans, proposed expenditures, reports on disbursements made, and details of public funds utilized during operations.

143. (A) Section 27
Section 27 of the RTI Act, 2005 empowers the State Government, as the appropriate Government for state public authorities, to make rules by notification in the Official Gazette to carry out the provisions of the Act, including prescribing application fees, formats, and administrative appeal procedures.

144. (B) 30 days
Section 29 of the RTI Act, 2005 mandates that every rule made by the Central Government under the Act shall be laid before each House of Parliament while it is in session for a total period of thirty days, allowing parliamentary scrutiny and modification before rules take permanent effect.

145. (B) The Central Government, within 2 years from commencement of the Act
Section 30(1) of the RTI Act, 2005 provided that if any difficulty arose in giving effect to the provisions of the Act, the Central Government could, by order published in the Official Gazette, make provisions not inconsistent with the Act within two years from commencement.

146. (B) ₹ 2 per page
Under Rule 4(a) of the Right to Information Rules, 2012, the fee prescribed for providing information in paper copies is Rupees Two for each page created or copied in A4 or A3 paper size, ensuring standard statutory photocopy rates across central public authorities.

147. (C) Price fixed for such publication or ₹ 2 per page of photocopy
Rule 4(f) of the Right to Information Rules, 2012 provides that for information provided in printed publication form, the fee charged shall be the actual price fixed for such publication or Rupees Two per page of photocopy, whichever is applicable under official publication rules.

148. (D) Internet banking, UPI, or Credit/Debit card
For RTI applications submitted online through the Central RTI Online Portal, administrative fees must be paid digitally through recognized electronic payment modes, including internet banking, Unified Payments Interface (UPI), or Credit/Debit cards, facilitating seamless digital processing of citizen information requests.

149. (B) 48 hours
Under the proviso to Section 7(1) of the RTI Act, 2005, where the information requested in an application concerns the life or liberty of a person, the Public Information Officer is legally obligated to provide the requested information within forty-eight hours of receiving the request.

150. (B) Section 10(1) (Severability)
Section 10(1) of the RTI Act, 2005 lays down the statutory doctrine of severability. It ensures that when an RTI request concerns records containing both exempt and non-exempt information, access is granted to the non-exempt portion after severing exempt parts, upholding maximum disclosure while protecting confidential data.

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(C) A contractor, with or without the principal employer's knowledge
(D) A registered trade union operating within the industrial sector

14. Which of the following conditions MUST be satisfied for a person to be defined as 'contract labour' under the Act?
(A) The person must hold a valid temporary government job card issued by the administrative department.
(B) The person receives salary payments directly disbursed from the Consolidated Fund of India or State Treasury.
(C) The person performs operational duties strictly outside the physical boundaries and premises of the establishment.
(D) The person is hired in connection with establishment work by or through a contractor.

15. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): An employee engaged in a supervisory capacity drawing a monthly salary exceeding the statutory limit is excluded from the definition of 'workman' under the Contract Labour Act.
Reason (R): The primary objective of the Act is to safeguard vulnerable operational-level workers from exploitation, rather than managerial cadre.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

16. In relation to a government department or an office of the Government, who is defined as the 'Principal Employer' under Section 2(1)(g) of the Contract Labour Act, 1970?
(A) The Chief Minister of the concerned State or Union Territory
(B) The Head of Department or officer specified by Government
(C) The Cabinet Secretary to the Union Government of India
(D) The Regional Labour Commissioner having territorial jurisdiction

17. Who is a 'Contractor' according to Section 2(1)(c) of the Contract Labour (Regulation and Abolition) Act, 1970?
(A) A commercial vendor who merely supplies goods, raw materials, and manufactured articles to an industrial or government establishment
(B) A person who undertakes to produce a given result through contract labour or supplies contract labour
(C) A permanent government procurement officer designated as Head of Office in charge of institutional departmental procurement
(D) An accredited private recruitment agency engaged to conduct competitive examinations for regular civil service posts

18. Which of the following entities or persons fall under the definition of 'Contractor' under the Contract Labour (Regulation and Abolition) Act, 1970?
I. A person who supplies contract labour for any work of an establishment
II. A person who undertakes to produce a given result for the establishment through contract labour
III. A subcontractor to whom a part of the contract work has been assigned
IV. A supplier who merely supplies goods or articles of manufacture to the establishment
Which of the above statement(s) is/are correct?
(A) I and II only
(B) I, II, and III only
(C) III and IV only
(D) I, II, III, and IV

19. If no Head of Office or specific officer is named by the Government for a government school establishment, who legally functions as the 'Principal Employer' under the Contract Labour Act?
(A) The Senior-most Teacher serving in the academic institution
(B) The licensed private Contractor supplying the contractual manpower
(C) The Head of Office or Principal
(D) The Zonal Education Officer having administrative jurisdiction

20. Does a person who merely supplies goods or manufactured articles to an establishment fall under the statutory definition of 'Contractor' under the Contract Labour Act, 1970?
(A) Yes, provided the total monetary value

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In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

36. Under Section 16 of the Contract Labour Act, in every establishment where contract labour is required to halt at night, the contractor is legally bound to provide which welfare facility if 20 or more contract workers are ordinarily employed?
(A) Free permanent residential quarters for workers and their immediate family members
(B) Specialized institutional recreational facilities including gymnasium and swimming access
(C) Permanent government housing quarters allocated from the central housing pool
(D) Suitable rest rooms or alternative accommodation within prescribed time

37. In an establishment where contract labour is employed and numbers exceed 100, what mandatory facility must the contractor provide under Section 17 of the Act?
(A) A full-fledged specialized medical college and tertiary care unit
(B) Free daily air-conditioned transport service to worker residences
(C) One or more canteens maintained under rules
(D) Institutional creche and adult day care centers on premises

38. Which of the following welfare amenities MUST be provided by the contractor for contract labour under Sections 18 and 19 of the Contract Labour (Regulation and Abolition) Act, 1970?
I. Sufficient supply of wholesome drinking water at convenient places
II. Sufficient number of latrines and urinals of prescribed types
III. Washing facilities
IV. Air-conditioned lounge facilities
Which of the above statement(s) is/are correct?
(A) I and II only
(B) I, II, and III only
(C) III and IV only
(D) I, II, III, and IV

39. If a contractor fails to provide the required welfare amenities (like drinking water, rest rooms, latrines) within the prescribed time, who is legally responsible under Section 20 to provide these amenities?
(A) The District Labour Court
(B) The Municipal Corporation
(C) The contract workers themselves through pooling funds
(D) The Principal Employer (e.g., Head of Office / School)

40. When the Principal Employer provides welfare amenities to contract labour due to failure of the contractor under Section 20, how can the Principal Employer recover the expenses incurred?
(A) By deducting from contract payments due or recovering as a debt
(B) By filing a direct criminal complaint before the High Court of the concerned state
(C) By systematically reducing the annual operational contingency budget allocation of the institution
(D) By levying a special direct administrative welfare fee on enrolled students

MCQGPT

41. Under Section 19 of the Contract Labour Act, what emergency health equipment must be provided and maintained by the contractor at every workplace?
(A) Oxygen concentrators, ventilator units, and dedicated Intensive Care Unit beds
(B) Automated external defibrillators (AED) installed permanently in every active classroom
(C) Accessible First-Aid boxes with prescribed contents during working hours
(D) A full-time emergency surgical operation theater staffed by medical officers

42. During a routine inspection of an outsourced housekeeping team in a government school, the Inspector finds that no First-Aid box is maintained at the workplace by the contractor. Which provision of the Contract Labour Act, 1970 is directly violated, and who bears primary liability for this initial default?
(A) Section 19; Contractor
(B) Section 7; Principal Employer
(C) Section 10; Education Officer
(D) Section 21; Pay & Accounts Officer

43. At what scale or ratio must First-Aid equipment/ boxes be maintained by the contractor at the workplace under the Contract Labour Rules?

contractor's firm
(C) The exhaustive list of civil service rules applicable to all of the contractor's private employees
(D) Location, worker limits, wage fixation, work hours, and essential amenities

28. Which of the following statement(s) regarding the licensing of contractors under Section 12 of the Contract Labour (Regulation and Abolition) Act, 1970 is/are correct?
I. A contractor cannot execute work employing 20 or more contract workers without a valid license.
II. The license granted is non-transferable.
III. The license contains conditions regarding wage rates, hours of work, and health facilities.
Which of the above statement(s) is/are correct?
(A) I only
(B) I and II only
(C) II and III only
(D) I, II, and III

29. On which of the following grounds can a Licensing Officer revoke or suspend a contractor's license under Section 14 of the Act?
(A) The contractor or designated representative consistently fails to attend monthly mandatory Parent-Teacher Association meetings at the school establishment.
(B) The contractor engaged contract workers belonging to another state or region without prior administrative approval from local authorities.
(C) Misrepresentation in obtaining the license or non-compliance with conditions without reasonable cause.
(D) The contractor submitted unviable low-bid monetary quotes on the Government e-Marketplace (GeM) portal during the public tender process.

30. What deposit is required from a contractor as security for the due performance of conditions of the license before issuing a license under Section 12?
(A) An irrevocable Performance Guarantee Bank Bond executed by a nationalized bank only
(B) A sum equivalent to 10% of the educational institution's annual capital allocation budget
(C) A personal indemnity surety bond executed directly by the designated Head of Office
(D) Prescribed security amount per workman under rules

31. Under Section 3 of the Contract Labour (Regulation and Abolition) Act, 1970, who constitutes the Central Advisory Contract Labour Board?
(A) The Central Government
(B) The Union Public Service Commission
(C) The Supreme Court of India
(D) The Chief Labour Commissioner (Central) independently

32. Who heads the Central Advisory Contract Labour Board as Chairman?
(A) The Union Minister of Human Resource Development
(B) A person appointed by the Central Government
(C) The Secretary, Ministry of Law and Justice
(D) The Comptroller and Auditor General of India

33. The Central Advisory Board consists of members representing which of the following interests?
(A) Exclusively School Principals, Academic Administrators, and recognized Teachers Associations
(B) Government, employers, contractors, workmen, and other statutory interests
(C) Exclusively serving state judicial officers and administrative tribunal members
(D) Officially registered political parties and parliamentary committee nominees

34. What is the statutory limitation on the number of members in the Central Advisory Board (excluding the Chairman and Director-General of Factory Advice Service and Labour Institutes)?
(A) Not less than 5 and not exceeding 9
(B) Not less than 11 and not exceeding 20
(C) Exactly 30 members
(D) Unlimited members as decided by Parliament

35. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): The Central Advisory Board plays a crucial consultative role before the Central Government prohibits contract labour in any establishment under Section 10.
Reason (R): Consultation with the Advisory Board ensures that technical, economic, and operational aspects of prohibition are systematically evaluated.

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calendar months upon approval by internal auditors
(D) Strictly subject to the quarterly timeline and schedules of student institutional fee collection

51. Under Section 10 of the Contract Labour (Regulation and Abolition) Act, 1970, which authority has the power to prohibit employment of contract labour in any process, operation, or work in an establishment?
(A) The designated Head of School or Principal acting in their departmental administrative capacity
(B) The Union Public Service Commission through formal administrative recommendations
(C) The Appropriate Government, via official gazette notification
(D) The Central Vigilance Commission exercising statutory supervisory oversight authority

52. Before issuing a notification under Section 10 prohibiting contract labour, the appropriate Government MUST consult with which body?
(A) The Finance Department of the concerned State Government
(B) The Central Bureau of Investigation under special jurisdiction
(C) The National Human Rights Commission of India in executive consultation
(D) The Central or State Advisory Board (as applicable)

53. Which of the following factors MUST the appropriate Government consider before issuing a prohibition notification under Section 10(2) of the Contract Labour (Regulation and Abolition) Act, 1970?
I. Whether the process, operation, or work is incidental to, or necessary for the industry, trade, or establishment
II. Whether the work is of perennial nature, i.e., of sufficient duration
III. Whether the work is done ordinarily through regular workmen in that establishment or similar establishments
IV. Whether the work is sufficient to employ a considerable number of whole-time workmen
Which of the above statement(s) is/are correct?
(A) I and II only
(B) I, II, and III only
(C) II, III, and IV only
(D) I, II, III, and IV

54. What is the legal effect if contract labour is employed in an establishment in respect of a process/work prohibited under Section 10?
(A) The engaged contract agency automatically receives a five-year contract extension from the department.
(B) It is illegal and attracts statutory penal consequences under the Act.
(C) The principal employer's legal liability towards contract workers is completely and permanently extinguished.
(D) The executed operational work is classified and treated as voluntary unremunerated social service.

55. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Work of a perennial nature that is necessary for the core functioning of an establishment should generally not be carried out through contract labour if conditions under Section 10 are met.
Reason (R): The primary objective of Section 10 is to prevent the practice of replacing regular full-time workers with cheap, insecure contract labour for permanent jobs.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

56. Under Section 29 of the Contract Labour Act, who is required to maintain a Register of Contractors in respect of the establishment?
(A) The Principal Employer
(B) The Licensing Officer
(C) The Chief Labour Commissioner
(D) The Contract Labour Inspector

57. Under Section 29 of the Contract Labour Act, who is statutorily bound to maintain registers containing particulars of contract labour employed, nature of work performed, rates of wages paid, and muster roll?
(A) The Pay and Accounts Office
(B) The Local Police Station
(C) Every Contractor
(D) The School PTA Treasurer

MCQGPT

(A) One first-aid box per 150 contract workers or part thereof
(B) One single first-aid box allocated for all deployment locations across the entire state
(C) One first-aid box for every batch of 1,000 workers employed across the region
(D) Five fully stocked emergency medical boxes permanently installed per classroom unit

44. What safety provision is mandatory regarding lighting and ventilation in rest rooms and canteens provided for contract labour under the Act?
(A) Minimal candle lighting to drastically reduce overall electricity consumption
(B) Adequate lighting and ventilation at all times
(C) Central HVAC high-capacity air-conditioning climate control systems
(D) Natural open-air seating arrangements completely without roof coverage

45. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): The statutory obligation to maintain first-aid boxes at contract labour workplaces cannot be waived by mutual agreement between contractor and principal employer.
Reason (R): Health and safety provisions under the Contract Labour Act are mandatory public law duties intended to safeguard basic worker welfare.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

46. Who is primarily responsible for the payment of wages to each worker employed by him as contract labour under Section 21(1) of the Act?
(A) The Principal Employer
(B) The Treasury Officer
(C) The Staff Selection Commission
(D) The Contractor

47. Under Section 21(2) of the Act, every Principal Employer shall nominate a representative to perform what statutory duty during wage distribution?
(A) To witness wage disbursement by the contractor and certify payments made
(B) To calculate and deduct individual income tax liability of all contract staff members
(C) To disburse monthly wages directly from the institutional contingency funds allocation
(D) To audit and approve the contractor's comprehensive annual commercial balance sheet

48. Which of the following statements correctly state the legal position if a contractor fails to make payment of wages within the prescribed period or makes short payment under the Contract Labour (Regulation and Abolition) Act, 1970?
I. The Principal Employer shall be liable to pay full wages or the unpaid balance due to the contract labour.
II. The Principal Employer can recover the amount so paid from the contractor.
III. The Principal Employer is imprisoned immediately without notice.
Which of the above statement(s) is/are correct?
(A) I only
(B) I and II only
(C) II and III only
(D) I, II, and III

49. In what form must the representative nominated by the Principal Employer certify the payment of wages made by the contractor?
(A) An informal verbal confirmation delivered directly to the institutional administrative staff
(B) A certificate in the contractor's Register of Wages
(C) A notarized legal affidavit submitted directly to the Registrar of the High Court
(D) An official administrative email communication sent to the Union Ministry of Finance

50. Under Section 21(3), it is the duty of the contractor to ensure disbursement of wages to contract labour in accordance with which parameter?
(A) Within prescribed time limits and before the Principal Employer's representative
(B) Solely at the operational convenience and banking hours of the contractor's local bank manager
(C) In physical cash currency once every six

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of supplied goods exceeds Rs. 50,000 in a financial year
(B) Yes, provided the manufactured goods are delivered directly by driver employees of the supplier
(C) Yes, provided the commercial supplier is formally registered on the Government e-Marketplace (GeM) portal
(D) No, mere suppliers of goods are explicitly excluded

21. Every Principal Employer of an establishment to which the Contract Labour Act applies must make an application for registration of the establishment to the Registering Officer within the prescribed period. Under which Section of the Act is this mandated?
(A) Section 3
(B) Section 7
(C) Section 12
(D) Section 21

22. A Delhi Government School deploys 25 security guards and 15 sanitation workers through an outsourced agency. The Principal has not registered the school establishment under Section 7 of the Contract Labour Act.
What is the immediate statutory legal consequence of this non-registration under Section 9 of the Act?
(A) The outsourced contractor's statutory license stands automatically cancelled without prior notice.
(B) The Principal Employer cannot employ contract labour.
(C) The engaged contract workers automatically become regular civil servants of the Directorate of Education.
(D) The educational institution's administrative affiliation stands revoked by the appropriate authority.

23. What authority is responsible for issuing a Certificate of Registration to the Principal Employer upon receiving an application under Section 7?
(A) The District Collector acting as Chief Revenue Officer of the district
(B) The Pay and Accounts Officer (PAO) having financial administrative jurisdiction
(C) The Director of Education heading the departmental administrative Directorate
(D) The Registering Officer appointed under the Act

24. Under Section 8 of the Contract Labour Act, on what ground can the Registering Officer revoke the registration of an establishment?
(A) If obtained by misrepresentation or suppression of material facts
(B) If the contract agency fails to regularly deposit statutory Provident Fund dues of deployed workers
(C) If the overall academic examination result falls below the administrative benchmark set by the Directorate
(D) If the total operational number of deployed contract workers drops below fifty personnel at any point

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25. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): A government school principal employing 30 outsourced security personnel must obtain a Certificate of Registration as a Principal Employer.
Reason (R): Section 7 mandates registration for every establishment employing 20 or more contract workers to enable regulatory oversight.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. Under Section 12 of the Contract Labour Act, 1970, no contractor to whom the Act applies shall undertake or execute any work through contract labour except under and in accordance with what document?
(A) A License issued by the Licensing Officer
(B) A Memorandum of Understanding with the Ministry
(C) A GST Registration Certificate
(D) An indemnity bond executed before a Magistrate

27. What essential detail is specified in a License issued to a contractor under Section 12 of the Act?
(A) The exact maximum marks and qualification criteria allowed for school staff recruitment exams
(B) The comprehensive capital structure and financial shareholding pattern of the

58. Which of the following registers or notices are required to be maintained or displayed by the Contractor under the Contract Labour (Central) Rules?
I. Register of Persons Employed (Form XIII)
II. Muster Roll and Register of Wages
III. Register of Deductions for Damage or Loss, Fine, and Advances
IV. Notice showing rates of wages, hours of work, wage periods, and date of payment in English and local language
Which of the above statement(s) is/are correct?
(A) I and II only
(B) I, II, and III only
(C) I, III, and IV only
(D) I, II, III, and IV

59. What is the obligation of the Principal Employer regarding notices under the Contract Labour Rules?
(A) Display prominent official notices specifying the complete fee structures of school tuition
(B) Publish weekly public notices in leading national and regional daily newspapers
(C) Send periodic formal notices to the Ministry of External Affairs for record keeping
(D) Display abstracts of the Act/Rules and wage details in conspicuous places

60. Registers and other records required to be maintained under the Act and Rules must be preserved for how many years from the date of last entry?
(A) 1 year
(B) 3 years
(C) 5 years
(D) Permanently without disposal

61. What penalty is prescribed under Section 22 of the Contract Labour Act for obstructing an Inspector in the discharge of his duties under the Act?
(A) Fine of Rs. 10 only
(B) Dismissal of the Principal Employer from civil service automatically
(C) Imprisonment up to 3 months, or fine up to Rs. 500, or both
(D) Suspension of school recognition for 10 years

62. An Inspector appointed under the Contract Labour Act visits a government school to inspect records of security guards. The Principal refuses entry to the Inspector and refuses to produce the Register of Contractors. Under which Section of the Act can action be initiated against the Head of Office for obstructing an Inspector?
(A) Section 7
(B) Section 12
(C) Section 22
(D) Section 29

63. Under Section 23 of the Act, contravention of any provision of the Act or Rules regarding employment of contract labour or breach of license conditions is punishable with what statutory penalty?
(A) Imprisonment up to 3 months, or fine up to Rs. 1,000, or both
(B) Mandatory life imprisonment under applicable criminal jurisprudence
(C) Rigorous imprisonment for a fixed term of seven years without bail
(D) Automatic administrative demotion in rank under statutory CCS (CCA) Rules

64. If an offense under the Contract Labour Act is committed by a Company/Government Department, who is deemed guilty of the offense under Section 25?
(A) The lowest paid contractual peon or sanitation worker present on duty at the premises
(B) Every person in charge of and responsible for conducting the business
(C) The third-party commercial vendor supplying computer hardware and peripheral devices
(D) The elected student cabinet president of the institutional student council

65. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Offences committed under the Contract Labour (Regulation and Abolition) Act, 1970 are tried by Courts not inferior to that of a Metropolitan Magistrate or Judicial Magistrate of the First Class.
Reason (R): Section 26 of the Act mandates that no court inferior to a Metropolitan Magistrate or First Class Magistrate shall try any offence punishable under the Act.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A

MCQGPT

Fees)
(D) Rule 100 (Exemption from Institutional Tax)

113. Under Rule 78, every contractor shall issue a Wage Slip to every worker employed by him at least how many days prior to disbursement of wages?
(A) Within thirty days following wage disbursement
(B) At least a day prior to wage disbursement
(C) Exclusively at the time of employee retirement
(D) Wage slips are explicitly banned under rules

114. What detail is mandatory on a Wage Slip issued in Form XIX under Contract Labour Rules?
(A) Gross wages, deductions, net wages, wage period, and wage rate
(B) Academic student marks scored in annual school examinations
(C) The contractor's personal residential land property records
(D) The Principal's personal civil service roll and identification number

115. Can deductions be made by a contractor from contract workers' wages except those authorized under the Act/Rules?
(A) Yes, the contractor can make arbitrary monetary deductions at their personal discretion.
(B) Yes, monetary deductions up to ninety percent of gross earned wages are permitted.
(C) No, only authorized statutory deductions under rules are permitted.
(D) Yes, provided deducted funds are transferred to institutional school development funds.

116. Under Rule 78(1)(a)(ii), what register must be maintained by every contractor in respect of work executed?
(A) Register of Library Books and Reading Materials
(B) Register of Departmental Civil Pensioners
(C) Register of Institutional School Furniture
(D) Register of Overtime

117. What is the maximum limit of fine that can be imposed on a contract worker by a contractor for acts/omissions under the Rules?
(A) Fine shall not exceed 3% of wages payable for that wage period
(B) A fine up to fifty percent of the total gross monthly wages earned
(C) An administrative fine equal to the entire month's salary earned
(D) An administrative fine equivalent to five full years of base salary

118. Before imposing any fine on a contract worker, what procedural step MUST be followed by the contractor?
(A) Immediate summary termination of employment services without holding any administrative hearing
(B) Giving the worker an opportunity to show cause against the fine
(C) Immediate physical detention and imprisonment inside the school guard room facilities
(D) Formal judicial forfeiture and confiscation of the worker's private family property

119. What register must be maintained by the contractor to record fines imposed on contract workers?
(A) Register of Leave Travel Concession
(B) Register of School Admission
(C) Stock Register of Chemicals
(D) Register of Fines in Form XVI

120. All realizations of fines imposed on contract workers must be utilized for what purpose?
(A) Welfare purposes beneficial to workers in the establishment
(B) Direct personal commercial profit and revenues of the contractor firm
(C) Financing institutional school playground construction and repairs
(D) Direct deposit into the Government General Revenue Treasury account

121. What is the statutory duty of a Principal as Head of Office when an Inspector under Contract Labour Act requests inspection of records?
(A) Refuse physical inspection by citing institutional administrative confidentiality rules.
(B) Direct the inspecting official to consult with the institutional student council.
(C) Produce required registers and afford reasonable facilities for inspection.
(D) Lock the educational institution premises to prevent official entry by inspectors.

122. A government school Principal awards a contract for school guard deployment to a firm that has

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regular teaching staff.
(D) Immediately terminate the academic enrollment of students attending classes in the educational institution.

73. Which statutory register MUST be maintained by the Principal as Head of Establishment in Form XII under the Contract Labour (Central Rules)?
(A) Register of Mid-day Meals
(B) Register of Classroom Furniture
(C) Register of Contractors
(D) Service Books of Contractual Workers

74. What is the Principal's statutory duty when the contractor disburses monthly wages to outsourced sanitation staff on school premises?
(A) Depute a representative to witness and certify wage disbursement entries
(B) Hand over direct physical cash currency from the institutional VKS contingency funds to workers
(C) Conduct a mandatory written academic and pedagogical examination for all deployed workers
(D) Formally endorse and sign the personal commercial bank loan applications of contract workers

75. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): A Principal who fails to register the school establishment while employing 25 outsourced workers faces penal liability under the Contract Labour Act.
Reason (R): Under statutory labour jurisprudence, Head of Office / Principal Employer is personally responsible for establishing statutory compliance of the establishment.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

76. What is the fundamental difference between 'Contract Labour' and a 'Direct Employee' in a government establishment?
(A) Contract labour holds a permanent, pensionable civil post under the Union Government or State Administration.
(B) Contract labour is hired through a contractor without privity with establishment.
(C) Direct employees do not receive monthly salaries disbursed directly from the government public treasury.
(D) Contract labour is completely exempt from all statutory health, safety, and operational welfare regulations.

77. Which Section of the Contract Labour Act defines the term 'Establishment'?
(A) Section 2(1)(a)
(B) Section 2(1)(e)
(C) Section 7
(D) Section 12

78. Under Section 2(1)(e) of the Contract Labour (Regulation and Abolition) Act, 1970, 'Establishment' means:
I. Any office or department of the Government or a local authority
II. Any place where any industry, trade, business, manufacture, or occupation is carried on
Which of the above statement(s) is/are correct?
(A) I only
(B) II only
(C) Both I and II
(D) Neither I nor II

MCQGPT

79. If an establishment's registration is revoked by the Registering Officer under Section 8, what happens to the Principal Employer's authority to engage contract labour?
(A) The Principal Employer cannot employ contract labour during the period of revocation.
(B) The authority continues for 5 years automatically.
(C) The Principal Employer can engage contract labour with oral permission of local police.
(D) The workers automatically become regular civil servants.

80. An appeal against an order passed by the Registering Officer under Section 7 or Section 8 lies to which authority under Section 15 of the Act?
(A) The Supreme Court of India sitting in appellate jurisdiction
(B) The Appellate Authority nominated by Government
(C) The Pay and Accounts Officer heading the

default, within what timeframe can the Principal Employer recover this amount from contractor?
(A) By deduction from pending bills or as a debt recoverable
(B) Exclusively after the completion of twenty calendar years
(C) The Principal Employer cannot recover the disbursed sum at all
(D) Only after obtaining formal prior approval from Parliament

131. In a school scenario, if 15 sanitation workers are supplied by Contractor A, and 10 security guards are supplied by Contractor B, does the Contract Labour Act apply to the school establishment?
(A) No, because no individual private contractor independently deploys twenty workers.
(B) No, statutory thresholds are calculated separately per academic subject taught.
(C) Yes, total contract workers in the establishment equal 25 (exceeding 20).
(D) No, security personnel are completely exempt from all statutory labour laws.

132. A government school engages 22 outsourced IT lab assistants through a staffing firm. The contract states: "The Principal Employer shall not be responsible for any statutory non-compliances under Contract Labour Act."
What is the legal validity of such an exculpatory clause in the agreement?
(A) Fully valid, legally effective, and binding upon any court of law hearing disputes.
(B) Valid provided the contract agreement is printed on non-judicial stamp paper.
(C) Valid provided the exculpatory agreement is signed by the institutional IT teacher.
(D) Null and void under Section 34; statutory duties cannot be contracted out.

133. What is the mandatory provision regarding rest rooms for female contract workers deployed in an establishment?
(A) Female contract workers are legally prohibited from taking official rest breaks on premises.
(B) Combined rest room facilities integrated directly with active student locker areas.
(C) Separate rest rooms for female workers must be provided where employed.
(D) Female contract workers must remain stationed outside institutional campus boundaries.

134. Who appoints the Registering Officers and Licensing Officers under Sections 6 and 11 of the Act?
(A) The institutional School Staff Council acting administratively
(B) The Appropriate Government via gazette notification
(C) The High Court Chief Justice exercising administrative power
(D) The Union Cabinet Minister heading the Ministry of Defense

135. What is the primary purpose of requiring contractors to furnish a Security Deposit while granting a license under Section 12?
(A) To fund the private contractor's corporate expansion projects and commercial ventures
(B) To settle outstanding monthly electricity bills of the educational institution
(C) To deposit reserves directly into the government civil employee general pension fund
(D) To secure performance of license conditions and payment of worker dues on default

136. Under Contract Labour Rules, how often must canteens provided for contract workers be inspected by the manager/representative?
(A) Periodically to ensure hygiene, cleanliness, and regulated food prices
(B) Once every ten years during general administrative reviews
(C) Never, as statutory canteens are exempt from inspections
(D) Only during formal statutory financial audits conducted by CAG

137. Which of the following registers contains records of damages or losses caused to the establishment by contract labour default?
(A) Official Service Book of Civil Servants
(B) General Provident Fund (GPF) Ledger
(C) Register of Deductions in Form XX
(D) Institutional School Admission Register

138. Under Rule 79, displays of notices regarding wage rates, hours of work, and wage disbursement dates must be placed where?
(A) In conspicuous places accessible to workers
(B) Locked securely inside the principal's private office safe
(C) Placed underneath office floor carpets away from public view
(D) Displayed outside territorial state boundary

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compliance.
III. An Inspector can seize or take copies of registers or records in respect of an offense.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

89. An Inspector appointed under Section 28 of the Contract Labour Act is deemed to be a public servant within the meaning of which section of the Indian Penal Code?
(A) Section 21 of IPC
(B) Section 100 of IPC
(C) Section 300 of IPC
(D) Section 420 of IPC

90. Can a court take cognizance of an offense under the Contract Labour Act on a private complaint filed by an unconcerned third party without Inspector's sanction?
(A) No, cognizance requires a complaint or sanction in writing of the Inspector.
(B) Yes, any private citizen can directly file a criminal prosecution complaint in any magistrate court.
(C) Yes, provided the formal public complaint is filed through official social media communication platforms.
(D) Yes, provided the private complaint is formally evaluated and approved by the local municipal authority.

91. What is the limitation period under Section 27 for taking cognizance of an offense under the Contract Labour Act?
(A) Within ten years from the date of initial execution of the underlying service contract
(B) No statutory limitation period applies to labour compliance offences under Indian law
(C) Within twenty-four hours from the exact occurrence of the operational procedural default
(D) Within 3 months from the date the offence comes to the Inspector's knowledge

92. If the offense consists of disobeying a written order made by an Inspector, within what period from the date of commission can complaint be made under Section 27?
(A) Within 6 months
(B) Within 1 year of notice
(C) Within 2 years of notice
(D) Within 3 months of notice

93. What protection is provided to public servants or officers under Section 30 of the Contract Labour Act?
(A) Complete lifetime statutory immunity from paying personal income tax on civil service salary
(B) Absolute administrative exemption from routine departmental inter-district transfer orders
(C) Protection against legal proceedings for actions done in good faith under the Act
(D) Automatic mandatory administrative promotion to senior civil service ranks after three years

94. Under Section 31 of the Act, who has the power to give directions to a State Government as to the carrying into execution of any provisions of the Act?
(A) The Supreme Court of India
(B) The Comptroller and Auditor General
(C) The Governor of the State
(D) The Central Government

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95. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): The liability of the Principal Employer to pay wages under Section 21(4) is primary towards the worker, but secondary with respect to the contractor.
Reason (R): The primary responsibility to pay wages rests on the contractor; the Principal Employer pays only on contractor's default and is entitled to recover the sum paid.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

96. Under Section 35 of the Contract Labour Act, who is empowered to make rules for carrying out the purposes of the Act?
(A) The Central Bureau of Investigation operating under special ministerial mandate
(B) The appropriate Government (Central or State)
(C) The District Collector acting in their

administrative executive jurisdiction
(D) Institutional School Management Committees acting completely independently

97. Rule-making power of the appropriate Government under Section 35 includes framing rules regarding which of the following matters?
(A) Fixation and annual revision of CBSE public board examination fee structures
(B) Forms for registration/licensing, fees, welfare amenities, and registers
(C) Departmental recruitment rules for PGT, TGT, and administrative teaching staff
(D) Detailed regulations governing Grant of LTC to central civil service employees

98. Which of the following conditions MUST be fulfilled by a contractor to obtain a license under the Contract Labour (Central) Rules?
I. Submission of application in Form IV along with prescribed fees
II. Deposit of prescribed security amount per worker
III. Certificate from Principal Employer in Form V stating that the contractor has been employed in respect of the establishment
IV. Submission of school's academic annual report card
Which of the above statement(s) is/are correct?
(A) I and II only
(B) I, II, and III only
(C) II, III, and IV only
(D) I, II, III, and IV

99. What is Form V under the Contract Labour (Central) Rules?
(A) Official annual comprehensive medical fitness certificate of enrolled students
(B) Monthly pension disbursement slip issued to retired departmental teachers and staff
(C) Principal Employer's certificate confirming engagement of the contractor
(D) Mandatory annual immovable property return filed by designated Head of Office

100. If a contractor's license application is refused by the Licensing Officer under Section 13, what must the officer record?
(A) Informal oral comments delivered to the press media
(B) A public note displayed on the institutional notice board
(C) A confidential supervisory report submitted to local police
(D) Reasons in writing for refusal

101. Under Contract Labour Rules, what washing facility must be provided for contract workers?
(A) High-capacity automatic washing machines installed in every departmental staff room
(B) A common open water pond designated outside municipal urban city limits
(C) Separate, clean, accessible washing facilities for male and female workers
(D) Statutory washing facilities are explicitly prohibited on institutional premises

102. A government school has 120 outsourced female and male sanitation staff working daily. The school premises lack separate latrines and urinals for female workers. The contractor claims it is the school's structural issue.
Under Sections 18 and 20 of the Contract Labour Act, what is the correct legal liability structure?
(A) Female contract workers are required to construct temporary operational sanitation facilities at their own personal expense.
(B) Contractor must provide them; if default occurs, Principal Employer ensures provision and recovers costs.
(C) Statutory sanitation latrines are not legally required if daily shifts and work hours are under eight continuous hours.
(D) The local municipal police authorities bear sole statutory responsibility to construct public latrines on premises.

103. Under Section 10(1), when contract labour is prohibited in an establishment for a specific process, can the Principal Employer bypass prohibition by altering job titles on paper?
(A) Yes, administratively altering job designations legally waives and overrides statutory prohibition under the Act.
(B) Yes, provided the altered nomenclature and job descriptions are formally approved in writing by the contractor.
(C) Yes, provided the designation change is approved by the institutional Parent-Teacher Association executive committee.
(D) No, legal prohibition depends on actual work substance under Section 10, not nomenclature.

104. Does the Contract Labour Act apply to work performed in an establishment located in a Special Economic Zone (SEZ) or UT like Delhi?
(A) Yes, it applies across India including UTs,

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subject to appropriate rules.
(B) No, Special Economic Zones and Union Territories are permanently exempt from all Indian statutory labour laws.
(C) No, only local state administrative laws apply within Union Territories to the exclusion of Central Acts.
(D) Only provided that the deployed operational workers are foreign nationals holding special employment visas.

105. Under Section 21(1), within what period must wages be paid to a contract worker whose employment is terminated by the contractor?
(A) Within sixty days following the official calendar date of employee termination
(B) At the formal administrative conclusion and financial closing of the fiscal year
(C) Before the expiry of the second working day after termination
(D) No outstanding wages are legally required to be paid upon employee termination

106. In case of government school establishments under GNCTD, who acts as the 'Appropriate Government' under Section 2(1)(a) of the Contract Labour Act?
(A) Government of NCT of Delhi (Labour Department)
(B) The Municipal Corporation of Greater Mumbai Administration
(C) The Parliament of the United Kingdom and Overseas
(D) The Railway Board under the Union Ministry of Railways

107. Which section of the Contract Labour Act provides that provisions of the Act shall have effect notwithstanding anything inconsistent therewith contained in any other law or contract?
(A) Section 1
(B) Section 10
(C) Section 30
(D) Section 34

108. Under Section 34, can a contract between a Principal Employer and a contractor override or diminish rights/amenities guaranteed to contract workers under this Act?
(A) Yes, private commercial agreements always override statutory labour welfare laws.
(B) No, Section 34 overrides inconsistent terms reducing worker rights.
(C) Yes, provided the commercial agreement is executed on non-judicial stamp paper.
(D) Yes, provided the contract terms are formally endorsed by the school Principal.

109. What happens if a contractor submits a fake/forged license to the Principal Employer at the time of agreement in a government school?
(A) The Principal Employer receives an official commendation and monetary reward for detecting vendor fraud.
(B) The contractor agency is automatically granted a regular civil service appointment within the administration.
(C) Contract is void, contractor faces prosecution, and contract is terminated.
(D) The institution is legally mandated to pay double service rate charges to the vendor.

110. Which document must be displayed by the contractor at the place of work under Rule 81 of Central Rules?
(A) Framed official photograph of the contractor's executive board and immediate family members
(B) Comprehensive daily student attendance register maintained by institutional classroom teachers
(C) Complete unabridged official text copy of the Constitution of India in bound book form
(D) Notice showing wage rates, work hours, payment dates, and inspector names

111. What is the obligation of the contractor regarding issuance of Employment Cards to contract workers under Rule 76?
(A) Issue an Employment Card in Form XIV within 3 days of employment
(B) Issue permanent government Identity Cards conferring official civil service status
(C) Issue institutional student passbooks and academic library identity credentials
(D) No card or identity documentation of any kind is legally required to be issued

112. A contractor deploying security guards at a school refuses to issue Service Certificates to guards who resigned after 1 year of service.
Which Rule under the Contract Labour (Central Rules) is violated by the contractor?
(A) Rule 77 (Service Certificate in Form XV)
(B) Rule 1 (Short Title, Extent, and Commencement)
(C) Rule 10 (Refund of Security Deposit and

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local treasury
(D) The Central Vigilance Commissioner heading the commission

81. Within how many days must an appeal under Section 15 against an order of the Registering Officer or Licensing Officer be filed?
(A) 15 days
(B) 30 days
(C) 60 days
(D) 90 days

82. An outsourced security guard deployed at a school suffers an injury while fixing a high-voltage main switch at the school gate upon verbal orders of the contractor. The contractor refuses to provide emergency medical treatment expenses.
Under Section 20 of the Contract Labour Act, what is the duty and recourse of the Principal Employer (School Principal)?
(A) Ensure necessary treatment and recover costs from the contractor's bills.
(B) Refuse any administrative involvement because the guard is not a permanent civil servant.
(C) Expel the injured guard from the institutional premises immediately to avoid liability.
(D) Direct classroom students and parents to collect voluntary physical medical donations.

83. Does the payment of wages to contract labour by the Principal Employer under Section 21(4) create a direct master-servant relationship between the Principal Employer and the contract worker?
(A) Yes, paying wages directly automatically converts contract labour into regular pensionable civil servants.
(B) Yes, provided wage disbursements are made continuously by the institution for more than thirty calendar days.
(C) No, it is a fallback obligation, and costs are recoverable from contractor.
(D) Yes, it creates a master-servant relation governed under Central Civil Services (Conduct) Rules 1964.

84. Which of the following conditions makes a contractor's agreement a 'sham or camouflage' contract as interpreted by the Supreme Court of India?
(A) When the private contractor is fully registered under law and pays monthly wages directly via bank transfers.
(B) When the independent contractor retains complete and exclusive daily operational supervisory control over workers.
(C) When the commercial service contract is transparently awarded through open competitive bidding on the GeM portal.
(D) When the contractor is a paper name, and direct control rests with Principal Employer.

85. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): The Principal Employer must maintain a copy of the contractor's license at the establishment premises.
Reason (R): Verifying license conditions ensures that the contractor is authorized to deploy the specified number of contract workers legally.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

86. What is the statutory wage period limit under Contract Labour (Central) Rules for payment of wages to contract labour?
(A) Wage period must be 90 days
(B) Wage period shall not exceed one month (30 days)
(C) Wage period must be bi-annual
(D) Wage period depends on financial year closing only

87. In an establishment employing less than 1,000 contract workers, wages must be paid before the expiry of which day after the last day of the wage period?
(A) 7th day
(B) 10th day
(C) 15th day
(D) 30th day

88. Which of the following statements regarding the duties of an Inspector under Section 28 of the Contract Labour Act are CORRECT?
I. An Inspector may enter any premises or place where contract labour is employed to examine registers and records.
II. An Inspector may examine any person found in the premises to ascertain provisions

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deployed 30 workers without obtaining a License under Section 12. The Principal was aware of this non-compliance.
What potential statutory liability does the Principal face under Section 23/25 of the Contract Labour Act?
(A) Penal liability as Principal Employer for engaging an unlicensed contractor.
(B) Complete immunity from liability, as statutory liability rests solely on the contractor.
(C) Total statutory exemption from liability under General Financial Rules (GFR 2017).
(D) Automatic administrative promotion of the officer to Director level positions.

123. Can contract labour be deployed for core, continuous educational duties like regular classroom teaching in a recognized government school under the Act?
(A) Yes, all regular classroom teaching posts can be permanently outsourced to private contractors.
(B) Yes, contract labour can be freely deployed without any statutory or legal limitations.
(C) Yes, provided deployment is formally evaluated and approved by the external vendor firm.
(D) No, core educational functions should be filled by regular appointments.

124. Under General Financial Rules (GFR 2017) Rule 178, procurement of concise outsourcing services must adhere to statutory labour law compliance including which Act?
(A) Foreign Exchange Management Act (FEMA) regulations
(B) Contract Labour (Regulation and Abolition) Act
(C) Representation of the People Act governance rules
(D) Indian Aircraft Act statutory compliance code

125. What check should a Principal perform regarding EPF and ESI payments before releasing monthly payment to an outsourced housekeeping vendor?
(A) Request and accept informal verbal assurances delivered by the vendor representative.
(B) Audit and verify the vendor's personal income tax returns for the fiscal year.
(C) Verify EPF/ESI ECR deposit proof containing names of deployed workers.
(D) Examine institutional students' fee receipt books and collection ledgers.

126. Under the Contract Labour Act, can a contractor charge any agency fee or recruitment levy directly from workers' monthly wages?
(A) Yes, the agency can deduct up to twenty percent of monthly wages as recruitment fee.
(B) Yes, provided such recruitment fee deductions are explicitly specified in the vendor contract.
(C) Yes, provided deductions are categorized as mandatory charges for personal uniforms.
(D) No, recovering recruitment costs or charging agency fees is illegal.

127. If an outsourced worker meets with a fatal accident while working on school premises, who must ensure immediate reporting to the Labour Authorities and ESI Corporation?
(A) Both Contractor and Principal Employer
(B) Exclusively the institutional student council executive body
(C) The manager of the nearest commercial bank branch office
(D) No statutory accident reporting is legally required under rules

128. What is the statutory status of rules made by GNCTD under Section 35 of the Contract Labour Act?
(A) Non-binding informal administrative suggestions and advisory guidelines
(B) Statutory force of law within NCT of Delhi
(C) Regulations applying exclusively to private commercial IT software firms
(D) Statutory enactments replacing the Constitution of India in full

129. Is a government school principal considered an 'Occupier' or 'Head of Establishment' for enforcing health and safety of outsourced workers on school premises?
(A) No, workplace health and safety on premises is entirely the worker's personal liability.
(B) Yes, as Principal Employer responsible for institutional premises safety.
(C) No, the Ministry of External Affairs bears sole administrative safety responsibility.
(D) Only during designated official summer vacation periods when school is closed.

130. Under Section 21(4), if the Principal Employer pays wages to contract labour on contractor's

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(C) A is true but R is false
(D) A is false but R is true

66. When outsourced staff (e.g., security, sanitation, housekeeping) are deployed in a Delhi Government School through a private agency, what is the legal position of the school establishment?
(A) It is an 'Establishment' under Section 2(1)(e) of the Act.
(B) The institution is completely and permanently exempt from all statutory labour legislations.
(C) The institution is legally classified as a private profit-making commercial contractor agency.
(D) The institution functions legally as a registered commercial trade union representing workers.

67. In Delhi Government Schools, outsourced housekeeping and security services are generally procured through which portal following GFR 2017 and Directorate rules?
(A) Central Public Procurement Portal (CPPP)
(B) Employees' Provident Fund Organization India Portal
(C) Government e-Marketplace (GeM)
(D) National Employment Exchange Procurement Portal

68. Which of the following conditions MUST be verified by a Principal before allowing an outsourced agency's workers to commence work in a government school?
I. The agency holds a valid License under the Contract Labour Act (if 20 or more workers deployed)
II. The agency is registered with EPFO and ESIC
III. Police verification of all deployed outsourced personnel has been completed
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

69. Why is compliance with Minimum Wages fixed by GNCTD essential when verifying outsourced agency wage payments for school housekeeping staff?
(A) Because statutory minimum wage disbursements are made directly out of student Parent-Teacher Association contingency funds.
(B) Because institutional heads and school principals are permitted to retain the monetary price difference as administrative profit.
(C) Paying less constitutes forced labour under Article 23 and violates license terms.
(D) Because the provisions of the Contract Labour Act explicitly exclude minimum wage compliance from statutory oversight.

70. Is the Principal of a school legally permitted to pay outsourced staff directly in cash from the school contingent fund routinely?
(A) Yes, routine cash wage payments are explicitly mandated under institutional treasury and financial operational rules.
(B) No, wages are disbursed by the contractor via bank transfers under supervision.
(C) Yes, provided the institutional student body collects voluntary physical cash donations to finance staff wages.
(D) Yes, provided the private contractor agency representative is absent from the premises for more than one working day.

71. As Head of Office (HOO) and Principal Employer, what is the primary statutory administrative obligation of a Principal regarding the establishment registration?
(A) Issue official police verification clearance certificates directly to all contract workers
(B) Formally prepare and submit annual income tax returns of the vendor firm to the IT department
(C) Register the educational institution's physical establishment under the Factories Act, 1948
(D) Obtain Registration as Principal Employer when workers reach 20 or more

72. The outsourced security agency fails to deposit EPF contributions of security guards deployed at a government school for three consecutive months.
What proactive action should the Principal take as Head of Office / Principal Employer?
(A) Withhold vendor bills and report the default to EPF authorities and Directorate.
(B) Ignore the matter completely because EPF compliance is exclusively the contractor's private corporate concern.
(C) Deduct the outstanding EPF monetary amount directly from the monthly salaries of

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139. If a Principal Employer fails to nominate a representative to witness wage disbursement under Section 21(2), what is the legal risk?
(A) The contractor receives a total statutory exemption from paying monthly worker wages.
(B) The educational institution's administrative affiliation is cancelled immediately.
(C) Enrolled students are automatically awarded extra grace marks in academic exams.
(D) Inability to verify wages, causing strict fallback liability under Section 21(4).

140. What action can the Licensing Officer take under Section 14 if a contractor is convicted of an offense under this Act?
(A) Automatically promote the private contractor firm to government service
(B) Revoke or suspend the license and forfeit security deposit
(C) Double the contractor's monthly service charge billing payment rate
(D) Issue an official national administrative commendation certificate

141. Under the Contract Labour Act, is 'wholesome drinking water' classified as a mandatory welfare facility or an optional amenity?
(A) An optional, non-binding luxury comfort amenity
(B) An explicitly prohibited facility under statutory rules
(C) Mandatory welfare duty under Section 18
(D) An operational responsibility falling exclusively on students

142. A contractor paying wages to school security guards pays Rs. 300 per day, whereas the GNCTD minimum wage notification mandates Rs. 650 per day for skilled security staff. The representative of the Principal Employer notices this during wage disbursement.
What is the duty of the Principal Employer's representative under Section 21 and government financial procedure?
(A) Sign the wage disbursement certificate quietly without making any written administrative comment.
(B) Pay the monetary difference directly from personal funds to compensate the security guards.
(C) Advise all deployed security guards to resign from their employment positions immediately.
(D) Refuse certification, record objection, and report to Principal for action.

143. Which Section of the Act deals with 'Offences by Companies'?
(A) Section 25
(B) Section 2
(C) Section 10
(D) Section 12

144. Under Section 25(2), if an offense by a company/department is proved to have been committed with the consent or connivance of any director, manager, secretary, or officer, what is their liability?
(A) They are granted absolute and permanent legal immunity from administrative liability.
(B) They are deemed guilty and liable to prosecution and punishment.
(C) Only the lower-level operational contract staff members are subject to punishment.
(D) The defaulted private company is awarded a direct financial government subsidy.

145. What is the maximum period of imprisonment provided under Section 23 for breach of provisions/license conditions?
(A) Up to 3 months
(B) Up to 10 years
(C) Life imprisonment
(D) 14 days simple detention

146. For continuing offense after conviction under Section 23, what additional fine may be imposed per day?
(A) Additional fine up to Rs. 100 per day during continuing failure
(B) A fixed statutory fine of Rs. 5,000 for each passing calendar day
(C) A nominal fine of Rs. 10 per calendar month of continuing default
(D) No additional monetary fine is prescribed for continuing failure

147. Under the Contract Labour Act 1970, can a contract worker raise an industrial dispute regarding regularization through a recognized trade union under Industrial Disputes Act 1947?
(A) No, contract workers possess no statutory labour rights under Indian administrative law.
(B) Only provided that individual contract

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authorized representative nominated by the statutory Principal Employer.

51. (C) The Appropriate Government, via official gazette notification
Section 10(1) empowers the Appropriate Government to prohibit the employment of contract labour in any process, operation, or work in an establishment. Such prohibition is brought into legal force officially through a notification published in the Official Gazette following mandatory statutory consultation with the appropriate Advisory Board.

52. (D) The Central or State Advisory Board (as applicable)
Section 10(1) mandates that before issuing any notification prohibiting contract labour in an establishment, the Appropriate Government must consult with the Central Advisory Board or State Advisory Board, depending on jurisdiction. This consultative mechanism ensures proper technical, operational, and economic appraisal of prohibition decisions.

53. (D) I, II, III, and IV
Section 10(2) outlines mandatory factors the Appropriate Government must consider before prohibiting contract labour. These include whether the work is incidental or necessary to establishment operations, perennial in nature, ordinarily performed by regular workmen in similar establishments, and sufficient to employ a considerable number of full-time workmen.

54. (B) It is illegal and attracts statutory penal consequences under the Act.
Engaging contract labour in a process or operation that has been formally prohibited under Section 10 constitutes a direct breach of statutory provisions. Continued deployment of contract labour in prohibited work is illegal and attracts penal liabilities and statutory prosecution under Sections 23 and 25 of the Act.

55. (A) Both A and R are true and R is the correct explanation of A
Section 10 aims to curb unfair labor exploitation by restricting contract labour in perennial core functions. Jobs that are continuous and essential should generally be performed by direct, regular employees. Restricting contract labour in perennial operations prevents employers from substituting permanent full-time posts with vulnerable contract workers.

56. (A) The Principal Employer
Section 29(1) of the Act requires every Principal Employer to maintain a Register of Contractors at the establishment. This register must contain prescribed statutory particulars regarding every contractor employed, nature of work assigned, duration of contract, and maximum number of contract workers deployed.

57. (C) Every Contractor
Section 29(1) places a mandatory legal duty on every contractor to maintain registers containing details of contract labour employed, nature of work performed, rates of wages paid, deductions made, and daily attendance on muster rolls, ensuring transparency and official verifiability of labor compliance.

58. (D) I, II, III, and IV
Under the Contract Labour (Central) Rules, contractors are obligated to maintain several statutory records. These include the Register of Persons Employed (Form XIII), Muster Roll, Register of Wages, Register of Deductions, and prominent notices displaying wage rates, working hours, and payment dates in English and local languages.

59. (D) Display abstracts of the Act/Rules and wage details in conspicuous places
Under the Contract Labour Rules, the Principal Employer is obligated to display notices containing abstracts of the Act and Rules, along with wage rates, hours of work, and payment schedules, in conspicuous places within the establishment premises for worker awareness and direct compliance verification.

60. (B) 3 years
Under Rule 80(2) of the Contract Labour (Central) Rules, all registers and other records required to be maintained under the Act and Rules must be preserved in complete form for a minimum period of three years from the date of the last entry made in them.

61. (C) Imprisonment up to 3 months, or fine up to Rs. 500, or both
Section 22(1) prescribes penalties for obstructing an Inspector. Anyone who willfully obstructs an Inspector in the discharge of statutory duties or fails to produce requested registers or documents

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ANSWERS

1. (B) To regulate contract labour in certain establishments and provide for its abolition in specified circumstances
The Contract Labour (Regulation and Abolition) Act, 1970 was enacted with dual objectives to prevent worker exploitation. First, it regulates the employment of contract labour in certain establishments where complete abolition is not feasible. Second, it provides for the abolition of contract labour in specified processes or operations where conditions warrant such statutory prohibition.

2. (A) It regulates contract labour where abolition is infeasible and mandates abolition where work is perennial and core in nature.
The legislative intent behind the Contract Labour (Regulation and Abolition) Act, 1970 reflects a balanced regulatory framework. It permits and regulates the deployment of contract labour in situations where abolition is economically or operationally infeasible. Conversely, it mandates the abolition of contract labour where the work performed is perennial, continuous, and core in nature.

3. (C) The appropriate Government, after consulting the Central or State Advisory Board
Under the provisions of Section 10 of the Contract Labour Act, 1970, the appropriate Government holds the exclusive statutory authority to prohibit the employment of contract labour in any establishment. Before issuing such a notification, the appropriate Government is required to formally consult with either the Central Advisory Board or the State Advisory Board.

4. (D) Preventing worker exploitation and ensuring basic human working conditions and fair wage payments
Regulating contract labour serves a critical socio-economic objective by eliminating unfair labor practices and worker exploitation. The Act mandates minimum statutory working conditions, timely wage distribution under supervision, and essential welfare amenities such as drinking water, rest rooms, and first-aid facilities, ensuring that contingent workers are treated humanely and paid fairly.

5. (A) Both A and R are true and R is the correct explanation of A
The Contract Labour Act does not contemplate a total or universal prohibition of contract labour across all industrial sectors. Certain temporary, seasonal, or intermittent operations require employment flexibility to remain economically viable. Because complete prohibition would harm business operations, the law balances regulation for intermittent work with total abolition solely in perennial core activities.

6. (B) 20 or more workmen
Section 1(4) of the Contract Labour (Regulation and Abolition) Act, 1970 defines the scope of statutory applicability. The Central Act applies to every establishment in which twenty or more workmen are employed, or were employed on any day of the preceding twelve months, as well as to every contractor employing twenty or more workmen.

7. (D) Intermittent or casual nature
Section 1(5) explicitly provides that the Contract Labour (Regulation and Abolition) Act, 1970 does not apply to establishments in which the work performed is only of an intermittent or casual nature. Such short-term activities are excluded from the rigorous statutory registration and regulatory requirements designed for ongoing institutional contract arrangements.

8. (B) II only
Under Section 1(5)(a) of the Contract Labour Act, if any question arises whether work performed in an establishment is of an intermittent or casual nature, the decision rests with the appropriate Government. The appropriate Government must decide this question after consulting the Central Advisory Board or State Advisory Board, depending on territorial jurisdiction.

9. (C) 180 days
Section 1(5)(b) establishes specific criteria regarding work duration. Work performed in an establishment shall not be deemed to be

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workers pass institutional school board examinations.

(C) Yes, workers can raise disputes claiming sham contracts or regularization.

(D) Only provided prior written permission is granted by the private commercial contractor.

148. Which of the following forms is used by a contractor to apply for Renewal of License under Rule 29?

(A) Form VII

(B) Form I

(C) Form X

(D) Form XII

149. Within how many days before the expiry date of license must an application for renewal of contractor's license be submitted under Rule 29?

(A) At least 30 days before expiry

(B) Exactly one day after license expiry

(C) Full 365 days prior to license expiry

(D) No renewal application is legally required

150. What ultimate role does a Head of Office / Principal fulfill in enforcing the Contract Labour (Regulation and Abolition) Act, 1970 in a public educational institution?

(A) Functioning as a commercial private recruitment broker for generating institutional profit.

(B) Acting as Principal Employer to safeguard worker welfare and enforce compliance.

(C) Acting as a passive administrative spectator completely free from statutory accountability.

(D) Eliminating all third-party administrative service procurements completely across sectors.

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functions as the statutory Principal Employer. In educational institutions, the Principal or Head of Office assumes this designation and carries all legal responsibilities under the Contract Labour Act.

20. (D) No, mere suppliers of goods are explicitly excluded
Section 2(1)(c) explicitly excludes a person who merely supplies goods or articles of manufacture to an establishment from the statutory definition of a contractor. Such commercial transactions represent contracts for the sale of goods rather than contracts for supplying manpower or executing establishment work through contract labour.

21. (B) Section 7
Section 7 of the Contract Labour (Regulation and Abolition) Act, 1970 mandates that every Principal Employer of an establishment to which the Act applies must submit an application to the Registering Officer for registration of the establishment within the prescribed time limit, ensuring statutory regulatory oversight by competent authorities.

22. (B) The Principal Employer cannot employ contract labour.
Section 9 of the Contract Labour Act outlines the consequences of non-registration. If an establishment required to be registered under Section 7 is not registered within the prescribed period, or if its registration has been revoked, the Principal Employer is legally prohibited from employing contract labour in that establishment.

23. (D) The Registering Officer appointed under the Act
Under Section 7(2) of the Act, the authority empowered to issue a Certificate of Registration is the Registering Officer. Upon receiving an application complete in all prescribed particulars from the Principal Employer, the Registering Officer appointed under Section 6 registers the establishment and grants the official certificate.

24. (A) If obtained by misrepresentation or suppression of material facts
Section 8 of the Contract Labour Act empowers the Registering Officer to revoke an establishment's registration. Revocation can occur if the officer is satisfied that the registration was obtained by misrepresentation or suppression of any material fact, or if the registration has become ineffective for any other statutory reason.

25. (A) Both A and R are true and R is the correct explanation of A
Section 7 mandates registration for any establishment employing twenty or more contract workers. When an educational establishment deploys thirty outsourced guards, it exceeds the statutory numerical threshold. Consequently, the Head of Office must obtain a registration certificate to ensure the establishment is subject to legal oversight and regulatory monitoring.

26. (A) A License issued by the Licensing Officer
Section 12(1) of the Act mandates that no contractor to whom the Act applies shall undertake or execute any work through contract labour except under and in accordance with a valid license issued by the Licensing Officer. Executing contract work without such a license constitutes a direct statutory violation.

27. (D) Location, worker limits, wage fixation, work hours, and essential amenities
Under Section 12(2) of the Act, a license issued to a contractor specifies essential regulatory terms. These include the maximum number of contract workers permitted, the specific location of work, wage rates, hours of work, and mandatory welfare amenities that the contractor must provide to ensure worker protection.

28. (D) I, II, and III
Section 12 sets out licensing rules for contractors. A contractor employing twenty or more workers must hold a valid license, which is strictly non-transferable. Furthermore, every license incorporates mandatory conditions governing worker limits, minimum wage rates, working hours, and required health and welfare amenities at the workplace.

29. (C) Misrepresentation in obtaining the license or non-compliance with conditions without reasonable cause.
Section 14 empowers the Licensing Officer to revoke or suspend a contractor's license. Action can be taken if the license was obtained through misrepresentation or suppression of material facts, or if the contractor has failed to comply with license conditions or statutory provisions without reasonable cause.

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30. (D) Prescribed security amount per workman under rules
Section 12(2) stipulates that before a license is issued or renewed, the contractor must deposit a prescribed security amount per workman. This monetary deposit acts as financial security for the due performance of license conditions and covers fallback wage payments or welfare defaults if the contractor fails to comply.

31. (A) The Central Government
Section 3 of the Contract Labour (Regulation and Abolition) Act, 1970 authorizes the Central Government to constitute the Central Advisory Contract Labour Board. This statutory board functions as a consultative body advising the Central Government on administrative policy matters arising out of the administration of the Act.

32. (B) A person appointed by the Central Government
Under Section 3(2)(a) of the Contract Labour Act, the Central Advisory Board consists of a Chairman appointed by the Central Government. The Chairman leads the board in deliberating on policy matters and advising the government regarding the regulation and statutory prohibition of contract labour in establishments.

33. (B) Government, employers, contractors, workmen, and other statutory interests
Section 3(3) mandates balanced representation on the Central Advisory Board. The board includes members representing the Central Government, railways, coal industry, mining, principal employers, contractors, workmen, and other key stakeholders, ensuring that diverse industrial and social perspectives are considered during statutory consultations and advisory decisions.

34. (B) Not less than 11 and not exceeding 20
Section 3(2)(c) prescribes the numerical composition of the Central Advisory Board. Excluding the Chairman and the Director-General of Factory Advice Service and Labour Institutes, the number of members nominated to represent government, employers, contractors, and workmen must be not less than eleven and not exceeding twenty.

35. (A) Both A and R are true and R is the correct explanation of A
Section 10 mandates that before prohibiting contract labour in any establishment, the Central Government must consult the Central Advisory Board. This consultation ensures thorough evaluation of operational necessity, employment stability, perennial nature of work, and economic viability before issuing a formal gazette notification prohibiting contract labour deployment.

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36. (D) Suitable rest rooms or alternative accommodation within prescribed time
Section 16 requires contractors to provide suitable rest rooms or alternative accommodation in every establishment where contract labour is required to halt at night. This statutory duty applies where twenty or more contract workers are ordinarily employed, ensuring safe and hygienic lodging facilities for night-shift operational staff.

37. (C) One or more canteens maintained under rules
Under Section 17 of the Contract Labour Act, in every establishment where contract labour is employed and the number of workers ordinarily employed exceeds one hundred, the contractor must provide and maintain one or more canteens for the workers, adhering to prescribed structural, operational, and nutritional standards.

38. (B) I, II, and III only
Sections 18 and 19 mandate essential workplace welfare amenities. Contractors are legally required to provide a sufficient supply of wholesome drinking water, adequate latrines and urinals, and proper washing facilities. Air-conditioned lounges are not a statutory requirement under the Contract Labour Act or its accompanying rules.

39. (D) The Principal Employer (e.g., Head of Office / School)
Section 20(1) creates a legal fallback mechanism. If a contractor fails to provide mandated welfare amenities such as rest rooms, canteens, drinking water, or latrines within the prescribed period, the Principal Employer is legally bound to provide those amenities to protect worker health and compliance.

40. (A) By deducting from contract payments due or recovering as a debt
Section 20(2) empowers the Principal Employer to recover all expenses incurred in providing welfare amenities on the contractor's default. The Principal Employer can deduct these costs directly from pending bills payable to the contractor or recover the amount as a debt due from the defaulted contractor agency.

41. (C) Accessible First-Aid boxes with prescribed contents during working hours
Section 19 mandates that every contractor must provide and maintain readily accessible First-Aid boxes equipped with prescribed medical contents during all working hours at the workplace. This essential provision ensures immediate emergency medical response capability in case of operational workplace injuries or health emergencies among deployed contract workers.

42. (A) Section 19; Contractor
Section 19 mandates that the contractor must equip and maintain first-aid equipment at the workplace. Failing to provide a first-aid box constitutes a direct violation of Section 19. The contractor bears primary statutory liability for this initial default, subject to fallback obligations of the principal employer.

43. (A) One first-aid box per 150 contract workers or part thereof
Under Contract Labour Rules framed pursuant to Section 19, first-aid equipment must be maintained at a specific statutory ratio. At least one first-aid box must be provided for every one hundred and fifty contract workers or part thereof ordinarily employed at the establishment work location.

44. (B) Adequate lighting and ventilation at all times
Contract Labour Rules prescribe strict health standards for rest rooms and canteens provided for contract workers. The rules mandate that all such welfare accommodations must be properly illuminated and ventilated at all times, ensuring clean, safe, and comfortable environment for contract workers during work breaks.

45. (A) Both A and R are true and R is the correct explanation of A
Statutory health and safety duties under the Contract Labour Act represent mandatory public law obligations. Because these requirements protect basic human rights and worker safety, private contracts or mutual agreements between a contractor and principal employer cannot waive or dilute the statutory obligation to maintain first-aid facilities.

46. (D) The Contractor
Section 21(1) places the primary responsibility for wage disbursement squarely on the contractor. Every contractor is statutorily bound to pay full wages to each worker employed as contract labour before the expiry of the prescribed wage period, maintaining transparency and adherence to applicable wage rates.

47. (A) To witness wage disbursement by the contractor and certify payments made
Section 21(2) requires every Principal Employer to nominate an authorized representative to be present at the time of wage disbursement by the contractor. The representative's duty is to observe the actual disbursement process and formally certify the entries made in the register of wages.

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48. (B) I and II only
Section 21(4) dictates that if a contractor fails to pay wages within the prescribed period or makes short payments, the Principal Employer becomes liable to pay full wages or unpaid balances directly. The Principal Employer can subsequently recover the entire amount paid from the defaulted contractor.

49. (B) A certificate in the contractor's Register of Wages
Under Section 21(2) and Contract Labour Rules, the representative nominated by the Principal Employer must record an official endorsement certificate directly in the contractor's Register of Wages. This written certification confirms that the exact monetary amounts were disbursed to the workers in the representative's physical presence.

50. (A) Within prescribed time limits and before the Principal Employer's representative
Section 21(3) obligates the contractor to ensure that wage payments are disbursed within the time limits prescribed under the rules. Furthermore, disbursement must take place at the workplace during working hours in the presence of the

of an intermittent nature if it was performed for more than one hundred and eighty days in the preceding twelve months. Exceeding this numerical threshold reclassifies the employment as non-intermittent under statutory oversight rules.

10. (B) 60 days
Under Section 1(5)(b) of the Act, special provisions apply to establishments engaged in seasonal operations. For seasonal work, activities shall not be deemed intermittent if performed for more than sixty days per year. Beyond sixty days, the seasonal work is treated as non-intermittent, attracting the full application of the statutory regulatory framework.

11. (D) A person employed in a managerial or administrative capacity
Section 2(1)(i) defines 'workman' as any person employed to perform manual, unskilled, skilled, technical, or clerical work for hire or reward. The statutory definition explicitly excludes any person who is employed primarily in a managerial or administrative capacity, or who exercises supervisory functions while earning above the statutory monthly wage limit.

12. (B) Contract labour employed in connection with establishment work
When personnel are supplied through an external agency to carry out operational duties such as cleaning and maintenance within an establishment, they satisfy the criteria of Section 2(1)(b). Because they are hired through a third-party contractor to perform work in connection with the establishment, they are legally categorized as contract labour.

13. (C) A contractor, with or without the principal employer's knowledge
Section 2(1)(b) specifies that a workman is deemed to be employed as contract labour in or in connection with the work of an establishment when he is hired in or in connection with such work by or through a contractor, irrespective of whether such hiring occurs with or without the knowledge of the principal employer.

14. (D) The person is hired in connection with establishment work by or through a contractor.
The defining legal condition for contract labour under Section 2(1)(b) is the mode of engagement through an intermediary. A person is classified as contract labour when hired by or through a third-party contractor to execute work connected with an establishment, regardless of physical location or direct administrative employment relationships with the principal.

15. (A) Both A and R are true and R is the correct explanation of A
Under Section 2(1)(i), supervisory personnel drawing monthly remuneration above the statutory limit are excluded from the definition of a workman. The legislative intent behind this exclusion is to extend protection exclusively to vulnerable, operational-level workers who face greater economic insecurity, rather than managerial or administrative cadres who hold higher bargaining capacity.

16. (B) The Head of Department or officer specified by Government
Section 2(1)(g)(i) defines the 'Principal Employer' for any office or department of the Government or a local authority. It designates the Head of the Department or such other officer as the Government or local authority may specify in this behalf as the statutory Principal Employer responsible for compliance under the Act.

17. (B) A person who undertakes to produce a given result through contract labour or supplies contract labour
Section 2(1)(c) defines a 'contractor' as a person who undertakes to produce a given result for the establishment, other than a mere supply of goods or articles of manufacture, through contract labour, or who supplies contract labour for any work of the establishment, including subcontractors executing assigned portions of such work.

18. (B) I, II, and III only
Section 2(1)(c) defines a contractor as anyone supplying contract labour, undertaking to produce a given result through contract labour, or acting as a subcontractor. However, the definition explicitly excludes a supplier who merely supplies goods or articles of manufacture to the establishment without providing manpower to execute establishment work.

19. (C) The Head of Office or Principal
Under Section 2(1)(g)(i), where no specific officer is designated by the Government for a government establishment, the Head of the Office

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faces imprisonment for a term up to three months, or a fine up to five hundred rupees, or both.

62. (C) Section 22
Section 22 governs statutory offences relating to the obstruction of Inspectors appointed under the Act. Refusing entry to an Inspector, refusing to produce mandatory registers, or preventing worker examination constitutes an offence under Section 22, subjecting the defaulting administrative official or Head of Office to statutory penal prosecution.

63. (A) Imprisonment up to 3 months, or fine up to Rs. 1,000, or both
Section 23 provides general penalties for contraventions of the Act or Rules. Anyone who contravenes any provision restricting contract labour or breaches any license condition is punishable with imprisonment for a term up to three months, or a fine up to one thousand rupees, or both.

64. (B) Every person in charge of and responsible for conducting the business
Section 25(1) establishes liability for offences committed by companies or government departments. Every person who, at the time the offence was committed, was in charge of, and was responsible to the company or department for the conduct of its business, is deemed guilty of the offence.

65. (A) Both A and R are true and R is the correct explanation of A
Section 26 explicitly governs judicial cognizance and trial of offences under the Contract Labour Act. It mandates that no court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the First Class shall try any offence punishable under the Act or its accompanying rules.

66. (A) It is an 'Establishment' under Section 2(1)(e) of the Act.
Under Section 2(1)(e), any office or department of the Government constitutes an 'Establishment'. When a Delhi Government School deploys outsourced security or housekeeping personnel through an agency, the school functions legally as an establishment subject to all statutory Principal Employer obligations under the Contract Labour Act.

67. (C) Government e-Marketplace (GeM)
In accordance with General Financial Rules (GFR 2017) and Directorate administrative guidelines, Delhi Government Schools procure outsourced manpower services, such as security and housekeeping, primarily through the Government e-Marketplace (GeM) portal to ensure transparent, competitive, and standardized statutory public procurement.

68. (D) I, II, and III
Before allowing outsourced personnel to commence work, the Principal must verify statutory prerequisites. The contractor must hold a valid license under Section 12 if deploying twenty or more workers, be registered with EPFO and ESIC for social security benefits, and complete police verification for security clearance.

69. (C) Paying less constitutes forced labour under Article 23 and violates license terms.
Verifying minimum wage compliance is legally essential. Paying less than statutory minimum wages fixed by GNCTD violates contractor license conditions and amounts to forced labour under Article 23 of the Constitution of India, placing statutory default liabilities on both the contractor and the Principal Employer.

70. (B) No, wages are disbursed by the contractor via bank transfers under supervision.
The Principal is not permitted to disburse routine cash wage payments directly from contingency funds. Under Section 21, the contractor bears primary legal responsibility for wage disbursement, typically executed via direct bank transfers, while the Principal Employer's designated representative observes and certifies the statutory wage payments.

71. (D) Obtain Registration as Principal Employer when workers reach 20 or more
As Head of Office and statutory Principal Employer, the Principal's primary administrative obligation under Section 7 is to apply for and obtain a Certificate of Registration for the establishment whenever the total number of deployed contract workers reaches or exceeds the statutory threshold of twenty workmen.

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72. (A) Withhold vendor bills and report the default to EPF authorities and Directorate.
If an outsourced agency defaults on EPF contributions, the Head of Office must take proactive administrative steps. The Principal should withhold the vendor's pending monthly bills and officially report the statutory default to EPF authorities and the Directorate of Education to ensure statutory compliance and worker protection.

73. (C) Register of Contractors
Under Rule 74 of the Contract Labour (Central) Rules, every Principal Employer must maintain a Register of Contractors in Form XII at the establishment. This statutory register records details of all contractors engaged, including contract nature, maximum worker headcount, and contract execution duration.

74. (A) Depute a representative to witness and certify wage disbursement entries
Under Section 21(2), when the contractor disburses monthly wages to outsourced staff, the Principal has a statutory duty to depute an authorized representative. The representative must witness the wage payments and record a formal endorsement certificate directly in the contractor's Register of Wages.

75. (A) Both A and R are true and R is the correct explanation of A
Under statutory labour jurisprudence, the Head of Office acting as Principal Employer is personally responsible for securing the establishment's registration under Section 7 when employing twenty or more contract workers. Failure to register the establishment exposes the Principal Employer to penal liability under Section 23 of the Act.

76. (B) Contract labour is hired through a contractor without privity with establishment.
The fundamental distinction lies in the employment relationship. Direct employees hold regular posts with direct contractual privity and payroll relationship with the establishment. Conversely, contract labour is engaged through an intermediary contractor, creating no direct employer-employee relationship or privity of contract with the principal employer establishment.

77. (B) Section 2(1)(e)
Section 2(1)(e) of the Contract Labour (Regulation and Abolition) Act, 1970 explicitly defines the term 'Establishment'. It comprehensively covers government offices and departments, local authority offices, and any place where any industry, trade, business, manufacture, or occupation is carried on.

78. (C) Both I and II
Under Section 2(1)(e), 'Establishment' encompasses two primary statutory categories: any office or department of the Government or local authority, and any place where any industry, trade, business, manufacture, or occupation is carried on, bringing both public and private work sectors under statutory coverage.

79. (A) The Principal Employer cannot employ contract labour during the period of revocation.
Under Section 9 of the Act, if an establishment's registration is revoked by the Registering Officer under Section 8, the statutory prohibition immediately takes effect. The Principal Employer is legally barred from engaging contract labour in the establishment for as long as the revocation order remains in force.

80. (B) The Appellate Authority nominated by Government
Section 15(1) provides that any person aggrieved by an order made by the Registering Officer under Section 7 or Section 8, or by the Licensing Officer under Section 12 or Section 14, may prefer an appeal to the designated Appellate Authority nominated by the Appropriate Government.

81. (B) 30 days
Section 15(1) stipulates that an appeal against an administrative order of the Registering Officer or Licensing Officer must be filed within thirty days from the date on which the order is communicated to the aggrieved party, ensuring timely administrative redressal under statutory provisions.

82. (A) Ensure necessary treatment and recover costs from the contractor's bills.
Under Section 20, if a contractor defaults on emergency medical duty or welfare amenities, the Principal Employer must intervene directly to ensure necessary medical care or facilities. The Principal Employer is legally entitled to recover

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all costs incurred by deducting them directly from the contractor's pending bills.

83. (C) No, it is a fallback obligation, and costs are recoverable from contractor.
Section 21(4) imposes a statutory fallback duty on the Principal Employer to pay wages if the contractor defaults. Fulfilling this statutory obligation does not create a direct master-servant relationship between the Principal Employer and contract workers, and all funds disbursed remain fully recoverable from the contractor agency.

84. (D) When the contractor is a paper name, and direct control rests with Principal Employer.
The Supreme Court of India has ruled that a contract is a sham or camouflage when the contractor acts merely as a paper name or intermediary, while real supervision, administrative direction, and direct operational control over the workers are exercised directly by the Principal Employer establishment.

85. (A) Both A and R are true and R is the correct explanation of A
The Principal Employer must verify and keep a copy of the contractor's license at the establishment. Inspecting license conditions allows the Principal Employer to confirm that the contractor is authorized to deploy the specified headcount legally and is adhering strictly to statutory wage and welfare conditions.

86. (B) Wage period shall not exceed one month (30 days)
Under Contract Labour Rules, strict wage period limits are prescribed to prevent wage delays. The rules mandate that the wage period fixed by a contractor for payment of wages to contract labour shall not exceed one month, prohibiting extended wage intervals such as quarterly or annual disbursements.

87. (A) 7th day
Under the Contract Labour (Central) Rules, in any establishment employing less than one thousand contract workers, wages must be disbursed before the expiry of the seventh day after the last day of the wage period in respect of which the wages are payable to workers.

88. (D) I, II, and III
Section 28 outlines the powers of Inspectors appointed under the Act. Inspectors are authorized to enter establishment premises, inspect records and registers, examine any person found on premises regarding statutory compliance, and seize or take copies of registers in connection with suspected statutory offences.

89. (A) Section 21 of IPC
Section 28(3) specifies that every Inspector appointed under the Contract Labour Act is deemed to be a public servant within the meaning of Section 21 of the Indian Penal Code, endowing the inspecting official with statutory authority, official duties, and legal protections during workplace inspections.

90. (A) No, cognizance requires a complaint or sanction in writing of the Inspector.
Section 27 mandates that no court shall take cognizance of any offence under the Act except on a complaint made by, or with the previous sanction in writing of, an Inspector. Private complaints filed by unconcerned third parties without official inspection sanction cannot be entertained by courts.

91. (D) Within 3 months from the date the offence comes to the Inspector's knowledge
Section 27 establishes a statutory limitation period for prosecution. No court shall take cognizance of an offence under the Contract Labour Act unless a formal complaint is filed within three months from the date on which the commission of the offence came to the knowledge of an Inspector.

92. (A) Within 6 months
Section 27 provides an exception to the standard three-month limitation period. If the alleged offence consists of disobeying a written order issued by an Inspector, a complaint may be made within six months from the date on which the offence was committed by the defaulting party.

93. (C) Protection against legal proceedings for actions done in good faith under the Act
Section 30 provides statutory immunity to public servants and government officials. It dictates that no suit, prosecution, or other legal proceedings shall lie against any registering officer, licensing officer, inspector, or public servant for anything done or intended to be done in good faith under the Act.

94. (D) The Central Government
Section 31 empowers the Central Government to give directions to a State Government as to the

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137. (C) Register of Deductions in Form XX
Under Rule 78(1)(a)(ii) of the Contract Labour (Central) Rules, contractors must maintain a Register of Deductions for Damage or Loss in Form XX. This register records particulars of damage or financial loss caused, worker explanations, show-cause notices, and deduction amounts realized from contract workers.

138. (A) In conspicuous places accessible to workers
Rule 79 of the Contract Labour Rules mandates that notices containing wage rates, hours of work, wage periods, payment dates, and inspector details must be prominently displayed in conspicuous and accessible places within the establishment, written in English and the prevailing local language for worker awareness.

139. (D) Inability to verify wages, causing strict fallback liability under Section 21(4).
If the Principal Employer fails to nominate a representative to witness wage distribution under Section 21(2), the establishment loses official verification of actual wage payments. This default exposes the Principal Employer to strict fallback wage payment liability under Section 21(4) if workers claim non-payment of dues.

140. (B) Revoke or suspend the license and forfeit security deposit
Under Section 14, if a contractor is convicted of an offence under the Contract Labour Act, the Licensing Officer is empowered to revoke or suspend the contractor's license and forfeit the security deposit paid by the contractor, barring the contractor from executing contract work in establishments.

141. (C) Mandatory welfare duty under Section 18
Under Section 18 of the Contract Labour Act, providing a sufficient supply of wholesome drinking water at convenient places in the workplace is a mandatory welfare duty, not an optional amenity. Contractors must ensure continuous access to clean drinking water for all contract workers on establishment premises.

142. (D) Refuse certification, record objection, and report to Principal for action.
When wage disbursement falls below statutory minimum wage notifications, the Principal Employer's representative must refuse to certify the wage register. The representative must record a formal administrative objection and report the default to the Principal for immediate vendor bill withholding and regulatory reporting to authorities.

143. (A) Section 25
Section 25 of the Contract Labour (Regulation and Abolition) Act, 1970 specifically governs 'Offences by Companies'. It establishes corporate and managerial liability, specifying conditions under which directors, managers, secretaries, or other company officers are held personally liable for statutory contraventions of the Act.

144. (B) They are deemed guilty and liable to prosecution and punishment.
Under Section 25(2), if an offence committed by a company or department is proved to have occurred with the consent, connivance, or neglect of any director, manager, secretary, or officer, such individuals are deemed guilty and are liable to be prosecuted and punished accordingly under law.

145. (A) Up to 3 months
Section 23 sets out the general penalty for contravening provisions of the Act or license conditions. The maximum period of imprisonment prescribed under Section 23 is imprisonment for a term which may extend to three months, or a fine up to one thousand rupees, or both options.

146. (A) Additional fine up to Rs. 100 per day during continuing failure
Section 23 provides that if a person continues a contravention after conviction, an additional fine may be imposed. The statutory rules mandate an additional fine which may extend to one hundred rupees for every day during which the failure or contravention continues after the first conviction date.

147. (C) Yes, workers can raise disputes claiming sham contracts or regularization.
Contract workers can raise industrial disputes through recognized trade unions under the Industrial Disputes Act, 1947. They can challenge contract arrangements as sham or camouflage transactions, seeking legal declaration of direct employment status and regularization under statutory industrial jurisprudence principles in appropriate labor tribunals.

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105. (C) Before the expiry of the second working day after termination
Under Contract Labour Rules framed pursuant to Section 21(1), where the employment of any contract worker is terminated by or on behalf of the contractor, the wages earned by the worker must be paid before the expiry of the second working day after termination of employment.

106. (A) Government of NCT of Delhi (Labour Department)
Under Section 2(1)(a), the 'Appropriate Government' for establishments under the administrative control of the Delhi Government is the Government of National Capital Territory of Delhi (Labour Department), which administers state rules, appoints officers, and enforces compliance across Delhi educational and institutional establishments.

107. (D) Section 34
Section 34 of the Contract Labour Act contains an express non-obstante clause. It mandates that the provisions of the Act shall have effect notwithstanding anything inconsistent therewith contained in any other law or in the terms of any agreement, contract, or award in force.

108. (B) No, Section 34 overrides inconsistent terms reducing worker rights.
Section 34 gives overriding effect to the Contract Labour Act. Any contract or agreement between a Principal Employer and a contractor that attempts to override, diminish, or waive statutory rights, benefits, or welfare amenities guaranteed to contract workers under the Act is legally invalid and completely unenforceable.

109. (C) Contract is void, contractor faces prosecution, and contract is terminated.
Submitting a forged license violates Section 12 and criminal laws. The underlying contract becomes void, the contractor faces penal prosecution under Sections 23 and 25, and the Principal Employer must immediately terminate the engagement to avoid statutory co-liability for deploying an unlicensed contractor agency.

110. (D) Notice showing wage rates, work hours, payment dates, and inspector names
Rule 81 of the Contract Labour (Central) Rules requires the contractor to display prominent notices at the work location. These notices must clearly state wage rates, working hours, wage periods, payment dates, and the official name and address of the inspecting officer in English and local languages.

111. (A) Issue an Employment Card in Form XIV within 3 days of employment
Rule 76 of the Contract Labour Rules mandates that every contractor shall issue an Employment Card in Form XIV to each worker within three days of employment. The card contains employment details and must be updated regularly upon changes in job designation or statutory wage rates.

112. (A) Rule 77 (Service Certificate in Form XV)
Rule 77 of the Contract Labour (Central) Rules requires the contractor to issue a Service Certificate in Form XV to every contract worker upon termination of employment or resignation. Refusing to issue this certificate violates Rule 77 and attracts statutory penalties under Section 23 of the Act.

113. (B) At least a day prior to disbursement of wages
Under Rule 78(1)(b) of the Contract Labour (Central) Rules, every contractor is required to issue a Wage Slip in Form XIX to every worker employed by him at least a day prior to the actual disbursement of wages, ensuring worker verification of calculated earnings and deductions.

114. (A) Gross wages, deductions, net wages, wage period, and wage rate
A Wage Slip issued in Form XIX under Contract Labour Rules must contain essential transparent wage details. These include gross wages earned, statutory deductions made, net wages paid, applicable wage period, daily wage rate, and total number of days worked by the contract employee during the wage period.

115. (C) No, only authorized statutory deductions under rules are permitted.
Contractors are legally prohibited from making arbitrary deductions from contract workers' wages. Deductions can only be made for authorized reasons specified under Contract Labour Rules, such as fines, damages, loss of goods, or advance recoveries, following proper show-cause procedures and statutory documentation in prescribed registers.

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CHAPTER 12

Income Tax and GST Basics for School Administration

1. Under the Income Tax Act, 1961, which of the following defines the period of twelve months commencing on the 1st day of April every year in which the income earned during the previous year is assessed?
(A) Assessment Year
(B) Financial Year
(C) Previous Year
(D) Accounting Year

2. For the purpose of determining the tax liability of an employee under the Income Tax Act, 1961, residential status is determined on the basis of:
(A) The citizenship of the employee during the financial year
(B) The location of the employer's head office issuing the salary
(C) The physical stay of the employee in India during the relevant previous year and preceding years
(D) The place where the employee's bank account is maintained

3. Under Section 15 of the Income Tax Act, 1961, salary income is chargeable to tax on:
(A) Due basis or receipt basis, whichever is earlier
(B) Receipt basis only
(C) Due basis only
(D) Realisation basis upon bank credit only

4. In the context of salaried government employees, the tax rate applicable to taxable income is increased by which of the following statutory levies to compute the final tax liability?
(A) Professional Tax and GST
(B) Municipal Service Tax at the rate of 2%
(C) Central Sales Tax at the rate of 5%
(D) Health and Education Cess at the rate of 4%

5. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Income earned by a salaried employee during a financial year is generally assessed to tax in the immediately following assessment year.
Reason (R): Under the Income Tax Act, 1961, the previous year and the assessment year represent identical twelve-month time frames running concurrently.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. What is the fundamental statutory basis for charging income tax on salary paid to government school personnel?
(A) Article 280 of the Constitution of India
(B) Rule 10 of the Central Civil Services (Conduct) Rules, 1964
(C) Section 4 read with Section 15 of the Income Tax Act, 1961
(D) Section 12 of the Delhi School Education Act, 1973

7. When an employee receives advance salary from the school administration in the month of March for the upcoming months of April and May, how is this advance salary treated for income tax assessment?
(A) It is completely exempt from tax in all assessment years
(B) It is taxable only when the work for April and May is completed
(C) It is treated as a non-taxable short-term loan from the employer
(D) It is taxable in the year of receipt under Section 15

8. A school teacher joined service on 1st October of a financial year. The Principal, acting as the Drawing and Disbursing Officer (DDO), needs

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provisions under the Contract Labour Act and related statutory rules.

127. (A) Both Contractor and Principal Employer
In the event of a fatal workplace accident, both the Contractor and Principal Employer share statutory responsibilities. They must ensure immediate accident reporting to the Labour Inspector, ESI Corporation, and local authorities, facilitating statutory investigations, insurance claims, and worker compensation processing under applicable labour laws.

128. (B) Statutory force of law within NCT of Delhi
Rules framed by the Government of NCT of Delhi under Section 35 of the Contract Labour Act carry full statutory force of law within Delhi. All establishments and contractors operating within NCT of Delhi are legally bound to comply with these rules and statutory provisions without exception.

129. (B) Yes, as Principal Employer responsible for institutional premises safety.
As Head of Establishment, the Principal acts as Principal Employer responsible for workplace safety within the institution. The Principal must ensure safe working premises, proper sanitation, and adherence to statutory safety standards for all personnel, including outsourced contract workers operating on school grounds daily.

130. (A) By deduction from pending bills or as a debt recoverable
Section 21(4) dictates that when the Principal Employer pays default wages to contract labour, the Principal Employer can immediately recover the full sum disbursed. Recovery is executed by deducting the amount from pending vendor bills or recovering it as an enforceable debt from the contractor agency.

131. (C) Yes, total contract workers in the establishment equal 25 (exceeding 20).
Statutory applicability under Section 1(4) depends on the aggregate number of contract workers employed in the establishment. Even if individual contractors supply fewer than twenty workers, the total headcount across all contractors in the establishment is cumulative, exceeding the statutory threshold of twenty workers.

132. (D) Null and void under Section 34; statutory duties cannot be contracted out.
Under Section 34 of the Contract Labour Act, statutory liabilities and public law obligations cannot be waived, transferred, or contracted out. Exculpatory clauses attempting to exempt the Principal Employer from statutory duties under the Act are legally null, void, and completely unenforceable in law.

133. (C) Separate rest rooms for female workers must be provided where employed.
Section 16 and accompanying rules require that where female contract workers are employed, separate rest rooms or suitable accommodations must be provided specifically for them. This statutory requirement ensures privacy, safety, and proper health facilities for female operational staff at the workplace location.

134. (B) The Appropriate Government via gazette notification
Under Sections 6 and 11 of the Act, the Appropriate Government holds the statutory authority to appoint Registering Officers and Licensing Officers. Appointments are officially made through notifications published in the Official Gazette, defining territorial and institutional jurisdictions for those regulatory officers.

135. (D) To secure performance of license conditions and payment of worker dues on default
The primary statutory objective of requiring a Security Deposit under Section 12 is financial assurance. The deposit guarantees due performance of license conditions and serves as a monetary reserve to cover unpaid worker wages or default welfare provisions if the contractor fails to comply with statutory rules.

136. (A) Periodically to ensure hygiene, cleanliness, and regulated food prices
Under Contract Labour Rules, statutory canteens maintained for contract workers must be inspected periodically by designated management representatives. Inspections ensure strict adherence to food hygiene standards, cleanliness of kitchen premises, proper equipment maintenance, and enforcement of regulated meal prices for workers.

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(A) Commuted Pension
(B) Foreign Allowance paid to government employees serving outside India
(C) Dearness Allowance
(D) Allowance paid to High Court Judges

19. Family pension received by the legal heirs/ dependents of a deceased government school employee is taxable under which head?
(A) Income from Other Sources
(B) Income from Salaries
(C) Income from House Property
(D) Exempt under Section 10(10D) completely without limit

20. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Salary received by a Member of Legislative Assembly (MLA) or Member of Parliament (MP) is taxed under the head "Income from Other Sources" rather than "Income from Salaries".
Reason (R): There is no relationship of employer and employee between the government and an elected representative.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

21. What is the fundamental principle behind Tax Deducted at Source (TDS) under the Indian Income Tax framework?
(A) Collecting tax from the taxpayer after filing annual returns upon final tax assessment
(B) Deducting tax at the point of income generation to ensure steady tax collection
(C) Charging tax on capital assets transferred during a financial year by property owners
(D) Levying indirect tax on the consumption of educational services provided by institutions

22. Consider the following statements regarding the general scheme of TDS under the Income Tax Act, 1961:
I. TDS is a mechanism of advance tax collection at the source of income generation.
II. The tax deducted by the deductor is credited to the Central Government account.
III. The deductee gets credit for the tax deducted in their Form 26AS / Annual Information Statement (AIS).
IV. TDS eliminates the requirement for individual taxpayers to file an annual income tax return.
Which of the above statements are correct?
(A) I, II and III only
(B) I, II and IV only
(C) II, III and IV only
(D) I, III and IV only

23. Under which section of the Income Tax Act, 1961 is an employer required to deduct tax at source on payments made under the head "Salaries"?
(A) Section 194C
(B) Section 194J
(C) Section 195
(D) Section 192

24. What is the basic threshold limit under Section 192 above which an employer is legally mandated to deduct TDS from an employee's salary?
(A) Total income exceeding the maximum amount not chargeable to tax
(B) Total income exceeding Rs 2,50,000 per annum across all individual tax categories
(C) Total income exceeding Rs 5,00,000 per annum across all individual tax categories
(D) Total income exceeding Rs 10,00,000 per annum across all individual tax categories

25. Credit for tax deducted at source by the employer is reflected in which official electronic statement accessible to the employee on the Income Tax e-filing portal?
(A) Form 16A
(B) Form 26AS
(C) Form 15G
(D) Form 10E

26. What happens if a deductor fails to deposit the deducted TDS into the Central Government account within the prescribed statutory due date?
(A) The overall tax liability of the employee is cancelled automatically by the department
(B) The deductor is liable to pay statutory interest under Section 201(1A) and penalties
(C) The employee's monthly salary is permanently forfeited by the government Treasury
(D) The employee is debarred from government service and administrative promotion

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148. (A) Form VII
Under Rule 29 of the Contract Labour (Central) Rules, every contractor applying for the renewal of a license must submit an application in Form VII in duplicate, accompanied by the prescribed renewal fee and security deposit proof, to the designated Licensing Officer before license expiration.

149. (A) At least 30 days before expiry
Rule 29(2) of the Contract Labour (Central) Rules requires that an application for the renewal of a contractor's license must be submitted to the Licensing Officer at least thirty days before the expiry date of the license, ensuring timely administrative processing before expiration of the valid license.

150. (B) Acting as Principal Employer to safeguard worker welfare and enforce compliance.
In a public educational institution, the Head of Office or Principal assumes the ultimate role of Principal Employer under the Act. The Head of Office ensures establishment registration, verifies contractor licenses, oversees wage disbursement, and guarantees workplace welfare amenities to protect contract workers from exploitation and non-compliance.

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116. (D) Register of Overtime
Under Rule 78(1)(a)(ii) of the Contract Labour (Central) Rules, every contractor must maintain a Register of Overtime in Form XXIII. This register records overtime hours worked, normal wage rates, overtime wage rates, and total overtime compensation paid to contract workers at the establishment.

117. (A) Fine shall not exceed 3% of wages payable for that wage period
Under Contract Labour Rules, the imposition of fines on contract workers is strictly regulated. The total amount of fine that may be imposed on a worker in any single wage period shall not exceed an amount equal to three percent of the wages payable for that wage period.

118. (B) Giving the worker an opportunity to show cause against the fine
Before imposing any fine on a contract worker under the Rules, principles of natural justice must be observed. The contractor must give the worker an opportunity to show cause against the proposed fine, ensuring fair hearing and preventing arbitrary monetary penalties from being imposed on workers.

119. (D) Register of Fines in Form XVI
Under Contract Labour Rules, every contractor must maintain a Register of Fines in Form XVI. This statutory register records details of acts or omissions for which fines were imposed, worker explanations, wage rates, fine amounts, and dates on which fines were levied and realized from workers.

120. (A) Welfare purposes beneficial to workers in the establishment
All realizations of fines imposed on contract workers must be credited to a separate statutory account and utilized exclusively for welfare purposes beneficial to contract workers employed in the establishment, as officially approved by the competent authority under the Contract Labour Rules.

121. (C) Produce required registers and afford reasonable facilities for inspection.
Under Section 28, the Principal as Head of Office has a statutory duty to assist inspecting officers. When an Inspector requests inspection, the Principal must produce required establishment registers, allow worker interviews, and afford all reasonable facilities for an effective statutory inspection at the establishment.

122. (A) Penal liability as Principal Employer for engaging an unlicensed contractor.
Engaging an unlicensed contractor to deploy thirty workers breaches Section 12. As Principal Employer, a Principal who knowingly permits an unlicensed contractor to execute contract work faces statutory penal liability under Sections 23 and 25 for failing to enforce statutory compliance in the establishment premises.

123. (D) No, core educational functions should be filled by regular appointments.
Core, perennial educational functions such as regular classroom teaching in recognized schools should not be outsourced to contract labour. Under statutory principles and judicial rulings, core functions must be filled through regular civil service appointments to ensure educational quality and prevent precarious contract employment in public institutions.

124. (B) Contract Labour (Regulation and Abolition) Act
Rule 178 of the General Financial Rules (GFR 2017) mandates that public authorities procuring outsourced manpower services must strictly comply with all relevant statutory labour laws, including the Contract Labour (Regulation and Abolition) Act, 1970, minimum wage enactments, and social security legislations during procurement execution.

125. (C) Verify EPF/ESI ECR deposit proof containing names of deployed workers.
Before releasing monthly vendor payments, the Principal must verify statutory social security compliance. The Principal should examine Electronic Challan cum Returns (ECR) showing actual EPF and ESI payment proof, ensuring that contribution receipts explicitly list the names of workers deployed at the school establishment location.

126. (D) No, recovering recruitment costs or charging agency fees is illegal.
Contractors are strictly prohibited from charging agency fees, recruitment levies, or uniform deductions from contract workers' monthly wages. Recovering recruitment costs from workers violates statutory licensing conditions, minimum wage laws, and anti-exploitation

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to determine the teacher's previous year for tax computation. Which of the following defines the teacher's previous year for that assessment year?
(A) From 1st October to 31st March of that financial year
(B) From 1st April to 31st March of that financial year
(C) From 1st October to 30th September of the next year
(D) From 1st January to 31st December of the calendar year

9. Which component of income is included in the total taxable income of a government employee under the Income Tax Act, 1961?
(A) Agricultural income earned from rural land located in India
(B) Sum received as Dearness Allowance alongside basic salary
(C) Commuted value of pension received by a government employee
(D) Death-cum-Retirement Gratuity received by a Central Government employee

10. Surcharge on income tax is applicable to salaried individuals when their total taxable income exceeds which threshold under the general provisions of the Income Tax Act?
(A) Rs 10 Lakhs
(B) Rs 50 Lakhs
(C) Rs 25 Lakhs
(D) Rs 1 Crore

11. Which of the following heads of income under Section 14 of the Income Tax Act, 1961 is NOT relevant to a regular employee receiving monthly emoluments from the school?
(A) Profits and Gains of Business or Profession
(B) Income from Salaries received from employment
(C) Income from House Property owned by taxpayer
(D) Income from Other Sources like interest pay

12. Consider the following sources of income received by a government school teacher:
I. Interest earned on savings bank accounts
II. Remuneration received for working as an external evaluator for University examinations
III. Dearness Allowance paid along with monthly salary
Which of the above sources of income are categorized under the head "Income from Other Sources"?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

13. Uncommuted pension received periodically by a retired government teacher is taxable under which head of income?
(A) Income from Other Sources
(B) Capital Gains
(C) Exempted completely from income tax
(D) Income from Salaries

14. Interest income earned from Fixed Deposits (FD) maintained in a bank by a school employee is taxable under which head of income?
(A) Income from Salaries
(B) Income from House Property
(C) Income from Other Sources
(D) Profits and Gains of Business or Profession

15. Honorarium paid to a serving government school teacher for supervising state-level competitive examinations conducted in the school premises is classified under:
(A) Profits and Gains of Business
(B) Income from Salaries
(C) Capital Gains
(D) Income from Other Sources

16. Rent received by a school employee from letting out a residential flat owned by them is classified under which head of income?
(A) Income from Salaries
(B) Income from Other Sources
(C) Capital Gains
(D) Income from House Property

17. Which of the following items is treated as a perquisite under Section 17(2) of the Income Tax Act for a government school Principal provided with rent-free residential accommodation?
(A) Rent-free accommodation provided by the government
(B) Dearness Allowance paid as part of monthly salary
(C) Children Education Allowance paid for school tuition
(D) Travelling Allowance paid on official transfer duty orders

18. Under the head "Income from Salaries", which of the following allowance received by a government employee is fully taxable?

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carrying into execution of any of the provisions of the Contract Labour Act. State Governments are legally bound to comply with such administrative directions to maintain uniform implementation across states.

95. (A) Both A and R are true and R is the correct explanation of A
Under Section 21, the primary statutory obligation to pay wages rests on the contractor. The Principal Employer's legal liability is fallback and secondary, arising only upon contractor default. Once the Principal Employer pays the wages, full cost recovery from the contractor is statutorily authorized by law.

96. (B) The appropriate Government (Central or State)
Section 35 empowers the Appropriate Government (Central or State) to make rules for carrying out the purposes of the Act. Subject to the condition of previous publication, the Appropriate Government frames rules governing registration, licensing, welfare facilities, records, and procedural matters within its operational jurisdiction.

97. (B) Forms for registration/licensing, fees, welfare amenities, and registers
Section 35(2) outlines specific rule-making topics. The Appropriate Government frames rules detailing application forms for registration and licensing, fee scales, security deposits, standard welfare amenities such as canteens and rest rooms, and prescribed formats for registers, notices, and wage records under the Act.

98. (B) I, II, and III only
To obtain a license under Central Rules, a contractor must submit an application in Form IV with prescribed fees, deposit the required security amount per worker, and attach Form V issued by the Principal Employer confirming employment engagement. Submitting institutional academic reports is not a statutory requirement under the rules.

99. (C) Principal Employer's certificate confirming engagement of the contractor
Under Contract Labour Rules, Form V is the certificate issued by the Principal Employer declaring that the specified contractor has been engaged in connection with the establishment work. Submission of Form V is a mandatory prerequisite for the contractor to apply for a statutory license under Section 12.

100. (D) Reasons in writing for refusal
Section 13 requires that if a Licensing Officer refuses to grant or renew a contractor's license, the officer must record the reasons for refusal in writing. Providing written grounds ensures transparency and enables the aggrieved contractor to prefer an administrative appeal under Section 15 of the Act.

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101. (C) Separate, clean, accessible washing facilities for male and female workers
Under the Contract Labour (Central) Rules, contractors are required to provide adequate, clean, and easily accessible washing facilities at workplaces. The rules mandate separate, screened washing facilities for male and female contract workers to ensure privacy, sanitation, and hygiene during employment on establishment premises.

102. (B) Contractor must provide them; if default occurs, Principal Employer ensures provision and recovers costs.
Under Sections 18 and 20, the primary obligation to provide separate latrines and urinals for female contract workers rests on the contractor. If the contractor defaults, the Principal Employer must ensure provision of these essential facilities and recover all expenses directly from contractor payments or pending bills.

103. (D) No, legal prohibition depends on actual work substance under Section 10, not nomenclature.
Prohibition under Section 10 applies to the actual nature, substance, and operational process of work performed, rather than formal job titles. Principal employers cannot evade statutory prohibition by re-designating job nomenclature on paper while maintaining the underlying prohibited contract work in practice at the establishment.

104. (A) Yes, it applies across India including UTs, subject to appropriate rules.
Section 1(2) specifies that the Contract Labour (Regulation and Abolition) Act, 1970 extends to the whole of India. The Act applies uniformly across all States and Union Territories, including Special Economic Zones, subject to rules framed by the respective Appropriate Governments having territorial jurisdiction.

27. Under the TDS provisions, what is the nature of the tax deducted by the school Drawing and Disbursing Officer (DDO)?
(A) Payment made on behalf of the employee, adjustable against final tax liability
(B) Payment of final tax that cannot be adjusted or refunded under any circumstances
(C) Local administrative fee retained in the school welfare fund for staff welfare
(D) Indirect statutory levy on the school's operational and administrative expenditure

28. A government school receives a service invoice from a private contractor for security services provided to the school premises. Under which section of the Income Tax Act must the school administration deduct TDS from payments made to the contractor?
(A) Section 192
(B) Section 194I
(C) Section 194C
(D) Section 194J

29. Is an employer required to deduct TDS under Section 192 if the employee's total estimated income for the financial year is below the basic exemption limit?
(A) Yes, TDS must always be deducted at a fixed flat rate of 10% on gross salary payments
(B) Yes, TDS must always be deducted at a fixed flat rate of 20% on gross salary payments
(C) Yes, TDS must be deducted unless prior approval is obtained from the Income Tax Officer
(D) No, if estimated total income does not exceed the maximum amount not chargeable to tax

30. Which document serves as the statutory receipt issued by the employer to the employee confirming the amount of TDS deducted and deposited with the government treasury?
(A) Form 26Q
(B) Form 12BB
(C) Form 16
(D) ITNS 281

31. Under Section 192 of the Income Tax Act, 1961, who bears the primary legal responsibility as the deductor to deduct tax at source from the salaries of school staff?
(A) The Director of Education acting as head of department
(B) The Drawing and Disbursing Officer (DDO) of the school
(C) The Pay and Accounts Officer (PAO) of the district treasury
(D) The individual employee through annual self-assessment filing

32. How is the monthly TDS amount to be deducted under Section 192 computed by the Drawing and Disbursing Officer (DDO)?
(A) By applying a uniform flat tax rate of 10% on the gross monthly salary bill prepared by the office every month
(B) By deducting total cumulative tax only in the month of March during final annual salary bill preparation
(C) By applying the highest marginal tax slab rate exclusively on the basic pay component of the employee salary
(D) By estimating annual total income, calculating average tax rate, and deducting monthly equal installments

33. To allow deductions and exemptions under the Old Tax Regime while calculating TDS under Section 192, what document must the DDO obtain from the employee as evidence?
(A) Form 12BB with investment proofs
(B) Form 26Q quarterly TDS statement
(C) Form 10IE tax regime declaration
(D) Annual Information Statement (AIS) report

34. If an employee fails to submit proof of investments (such as PPF receipts or LIC premiums) to the DDO before the end of the financial year, what action should the DDO take?
(A) Allow the claimed deductions based on written or verbal assurance of the employee
(B) Stop the monthly disbursement of basic salary until proofs are formally produced
(C) Disallow unverified deductions and recompute TDS accordingly
(D) Cancel the employee's PAN registration details in the school salary software

35. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): The Drawing and Disbursing Officer (DDO) is liable to pay interest under Section 201(1A) if TDS is deducted but not deposited into the government treasury within the prescribed time limit.
Reason (R): Under the Income Tax Act, tax deducted at source is treated as money held in trust by the deductor on behalf of the Central

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(D) All statutory forms, returns, and tax certificates

88. A newly appointed government teacher fails to submit her PAN to the school DDO at the time of salary processing. Under Section 206AA, at what rate must the DDO deduct TDS from her salary if her tax slab rate is otherwise 10%?
(A) 20%
(B) 10%
(C) 15%
(D) 30%

89. Can an inoperative PAN due to non-linking with Aadhaar be made operative again?
(A) No, once inoperative, a completely new PAN must be applied for by the individual
(B) Yes, by linking with Aadhaar after paying fee under Section 234H
(C) Yes, automatically after the end of the relevant assessment year without any payment
(D) Yes, by submitting a physical application form directly to the Head of School office

90. Which statutory authority issues the Permanent Account Number (PAN) in India?
(A) Reserve Bank of India acting as central monetary authority
(B) Central Board of Direct Taxes (CBDT)
(C) Ministry of Corporate Affairs regulating statutory companies
(D) Comptroller and Auditor General of India governing public audit

91. Goods and Services Tax (GST) introduced in India on 1st July 2017 is fundamentally what type of tax?
(A) Destination-based indirect consumption tax
(B) Direct, origin-based tax levied on income
(C) Single-point cascading tax levied on manufacturing
(D) Progressive personal income tax levied on wealth

92. Under the dual GST model in India, which tax components are levied on an INTRA-STATE supply of goods or services?
(A) CGST and IGST
(B) SGST and IGST
(C) CGST and SGST (or UTGST)
(D) IGST and UTGST

93. Which tax is levied under the GST framework on an INTER-STATE supply of goods or services (supply from one State/UT to another)?
(A) Central Goods and Services Tax (CGST) only
(B) State Goods and Services Tax (SGST) only
(C) Dual Central GST and State GST components
(D) Integrated GST (IGST)

94. Under Article 279A of the Constitution of India, which body is empowered to make recommendations to the Union and States on GST rates, exemptions, and legislation?
(A) Finance Commission of India
(B) NITI Aayog
(C) GST Council
(D) Central Board of Indirect Taxes and Customs (CBIC)

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95. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): IGST collected by the Central Government on inter-state transactions is shared between the Centre and the destination State.
Reason (R): GST is a destination-based consumption tax where the tax revenue accrues to the jurisdiction where the goods or services are ultimately consumed.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

96. What is the standard structure of the 15-digit GSTIN (GST Identification Number) assigned to a registered entity?
(A) 10-digit PAN followed by 5 random registration numbers generated by system
(B) 12-digit Aadhaar number followed by 3 state letters designating jurisdiction
(C) First 3 digits represent local PIN code followed by 12 numeric digits in sequence
(D) 2-digit State Code, 10-digit PAN, 1 entity digit, 1 Z, and 1 checksum digit

97. In Delhi (a Union Territory with Legislature), what component of GST is levied alongside CGST on intra-state transactions?

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(D) Directorate of Education e-GaRGI Portal

45. What is the key distinction between Form 16 and Form 16A?
(A) Form 16 is issued for non-salaried income payments; Form 16A is issued for regular salary income
(B) Form 16 is issued exclusively to private employees; Form 16A is issued to government employees
(C) Form 16 is issued on a quarterly basis; Form 16A is issued annually at the financial year end
(D) Form 16 is for TDS on salary under Section 192; Form 16A is for TDS on non-salary payments

46. Under Section 272A(2)(g) of the Income Tax Act, what is the penalty for failure to issue Form 16 within the prescribed time limit?
(A) Fixed penalty of Rs 10,000 per default case
(B) Penalty of Rs 500 per day of delay
(C) Penalty of Rs 100 per day of default
(D) Imprisonment for a period up to 3 months

47. If an employee worked under two different government schools (having different DDOs and TANs) during the same financial year due to transfer, how should Form 16 be issued?
(A) Only the first DDO issues a single consolidated Form 16 for the full year
(B) Each DDO issues a separate Form 16 for service under their respective TAN
(C) Only the second DDO issues a consolidated Form 16 without previous details
(D) No Form 16 is required to be issued by either office in case of transfer

48. What mandatory identification details must be correctly specified in Form 16 for both the employer and the employee?
(A) GSTIN of school and Aadhaar of employee
(B) Bank account number of school and PF account number of employee
(C) Service Book number and UDISE code of school
(D) TAN of employer and PAN of employee

49. Can an employer issue a manually created, unverified Part A of Form 16 to an employee for tax return filing?
(A) No, Part A must be TRACES-downloaded with system validation
(B) Yes, provided it is physically signed and stamped by the Head of School
(C) Yes, provided it is authorized in writing by the Pay and Accounts Officer
(D) Yes, provided the employee submits a written request for urgent tax filing

50. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Form 16 serves as conclusive proof of tax deduction at source for an employee when filing their Income Tax Return.
Reason (R): Part A of Form 16 is directly derived from the quarterly TDS returns (Form 24Q) filed by the employer and processed by the Income Tax Department.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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51. House Rent Allowance (HRA) exemption under Section 10(13A) of the Income Tax Act, 1961 is calculated as the minimum of three specified limits. Which of the following is NOT one of those three limits?
(A) Flat standard exemption of Rs 1,00,000 per annum
(B) Actual HRA received from the employer
(C) Rent paid in excess of 10% of salary
(D) 50% of salary (for Delhi/metro cities) or 40% of salary (for non-metro cities)

52. Consider the following conditions for claiming tax exemption for Leave Travel Concession (LTC/LTA) under Section 10(5):
I. The travel must be undertaken within India.
II. Exemption is available for two journeys in a block of four calendar years.
III. The exemption covers economy class airfare or first-class AC train fare for actual travel expenses incurred.
IV. Expense on hotel stay, local sightseeing, and food during the journey is fully exempt.
Which of the above conditions must be fulfilled by an employee to claim the tax exemption?
(A) I, II and III only
(B) I, II and IV only
(C) II, III and IV only

71. Section 115BAC of the Income Tax Act, 1961 introduces which tax framework for individual taxpayers?
(A) Alternate Minimum Tax (AMT) framework applicable to individual taxpayers
(B) Presumptive Taxation Scheme under special provisions of the Income Tax Act
(C) Flat 30% uniform tax rate framework applicable across all taxable income slabs
(D) New Tax Regime with concessional rates and reduced deductions

72. Consider the following exemptions and deductions under Chapter VI-A and Section 10 of the Income Tax Act, 1961:
I. Deduction under Section 80C (PPF, GPF, ELSS, Life Insurance)
II. House Rent Allowance (HRA) exemption under Section 10(13A)
III. Employer's contribution to NPS under Section 80CCD(2)
Which of the above exemptions/deductions are foregone (not allowable) when a salaried employee opts for the New Tax Regime under Section 115BAC?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

73. Which deduction under Chapter VI-A remains ALLOWABLE to a government employee under the New Tax Regime (Section 115BAC)?
(A) Section 80C (Investments in GPF, PPF, and ELSS funds)
(B) Section 80CCD(2) (Employer contribution to NPS)
(C) Section 80D (Mediclaim health insurance premium payments)
(D) Section 80E (Interest on education loan for higher studies)

74. What is the default tax regime for salaried taxpayers for assessment purposes under recent tax law amendments unless explicitly opted otherwise?
(A) Old Tax Regime
(B) New Tax Regime under Section 115BAC
(C) Presumptive Tax Regime under Section 44AD
(D) High-Income Surcharge Regime

75. Can a salaried government employee switch between the Old Tax Regime and the New Tax Regime?
(A) Yes, a salaried employee without business income can switch every financial year
(B) No, once chosen at entry into government service, it cannot be changed ever during service
(C) Switch between regimes is permitted only once in the entire lifetime of the salaried employee
(D) Switch requires prior statutory approval from the Central Board of Direct Taxes (CBDT) office

76. Under the New Tax Regime (Section 115BAC), rebate under Section 87A makes individual taxable income tax-free up to what total income threshold (subject to prevailing statutory amendments)?
(A) Rs 2,50,000
(B) Rs 5,00,000
(C) Rs 7,00,000
(D) Rs 10,00,000

77. In the context of monthly TDS calculation under Section 192, when should an employee intimate their choice of tax regime (Old or New) to the DDO?
(A) In the month of March after final payment of annual salary
(B) After receiving Form 16 in June
(C) At the time of retirement only
(D) At the beginning of the financial year (April/May)

78. If an employee does not intimate their tax regime preference to the DDO at the start of the financial year, how must the DDO calculate monthly TDS under Section 192?
(A) Calculate TDS using the Old Tax Regime framework
(B) Deduct tax at a uniform flat rate of 30% on salary
(C) Calculate TDS using default New Tax Regime
(D) Defer tax deduction until the employee intimates preference

79. Under Section 80C of the Old Tax Regime, what is the maximum aggregate ceiling for tax deduction available on investments such as GPF, PPF, LIC, and tuition fees?
(A) Rs 1,00,000

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year is deductible from salary income under which section of the Income Tax Act?
(A) Section 16(i)
(B) Section 16(ii)
(C) Section 16(iii)
(D) Section 80C

63. Under Section 16(ii), Entertainment Allowance deduction from salary income is available exclusively to which category of employees?
(A) Private sector employees only
(B) Government employees only
(C) Self-employed professionals
(D) All salaried employees irrespective of employer type

64. What is the statutory maximum ceiling for deduction on account of Entertainment Allowance under Section 16(ii) for government employees?
(A) Rs 2,000
(B) Rs 10,000
(C) 20% of Basic Salary without upper limit
(D) Rs 5,000

65. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Standard Deduction under Section 16(ia) is allowed as a flat deduction from gross salary without requiring the employee to submit any investment proofs or expense bills.
Reason (R): Standard Deduction was introduced to replace former itemized deductions such as transport allowance and general medical reimbursement to simplify tax administration.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. Can a retired employee receiving monthly family pension claim Standard Deduction under Section 16(ia)?
(A) Yes, full standard deduction under Section 16(ia) is available against family pension
(B) Yes, up to 50% of the family pension received during the relevant financial year
(C) No, Section 16(ia) applies to salary; family pension is taxed under Other Sources
(D) Only if the retired employee or family pension recipient is above 75 years of age

67. Under the Old Tax Regime, which three specific deductions are allowable under Section 16 from Gross Salary?
(A) Standard Deduction, Professional Tax, and Entertainment Allowance
(B) Standard Deduction, House Rent Allowance (HRA), and Leave Travel Allowance (LTA)
(C) Professional Tax, General Provident Fund (GPF), and Life Insurance Premium payments
(D) Standard Deduction, Children Education Allowance, and Monthly Transport Allowance

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68. A government teacher receives a Gross Salary of Rs 8,50,000 in a financial year under the Old Tax Regime. He paid Rs 2,500 towards Professional Tax. Assuming Standard Deduction of Rs 50,000, what is his Net Salary taxable under the head "Salaries"?
(A) Rs 8,50,000
(B) Rs 8,00,000
(C) Rs 7,95,000
(D) Rs 7,97,500

69. Is Standard Deduction available to employees opting for the New Tax Regime under Section 115BAC?
(A) No, deductions under Section 16 are completely disallowed under the New Tax Regime
(B) Yes, Standard Deduction under Section 16(ia) is extended to New Tax Regime
(C) Only for senior citizen employees who have attained the age of 60 years or above
(D) Only if total estimated taxable income of the employee is less than Rs 5 Lakhs

70. What is the fundamental statutory nature of "Standard Deduction" in tax policy for salaried employees?
(A) A discretionary administrative grant awarded by the Head of School based on performance
(B) A penalty tax rebate provided to government employees for delayed salary disbursements
(C) A statutory deduction granted by law to reduce gross taxable salary
(D) An optional financial reimbursement provided against official stationery purchases made

107. When a government school provides mid-day meal catering services to its primary students through an approved non-profit agency, the catering service supplied to the school is:
(A) Exempt from GST under statutory rules
(B) Subject to standard tax rate of 18% GST
(C) Subject to concessional tax rate of 5% GST without ITC
(D) Subject to highest tax rate slab of 28% GST

108. Does the GST exemption for transportation and housekeeping services provided TO schools apply to higher education colleges and universities?
(A) Yes, it applies equally to all recognized educational institutions from pre-school to Ph.D. level
(B) Applies only to technical universities and engineering institutions recognized by AICTE statutory body
(C) No, restricted to institutions providing education up to Higher Secondary level
(D) Applies only to private degree colleges offering recognized undergraduate and postgraduate courses

109. Admission fees and monthly tuition fees collected by recognized government and private schools from students are:
(A) Taxable at 12% GST
(B) Taxable at 18% GST
(C) Taxable under Reverse Charge Mechanism
(D) Wholly exempt from GST

110. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Pre-schools and higher secondary government schools do not collect GST from students on tuition fees.
Reason (R): Educational services provided by recognized educational institutions up to higher secondary level are specifically exempted from GST by statutory notification.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

111. When a school procures taxable goods (such as furniture, computers, laboratory equipment) from GST-registered vendors, what is the impact of GST paid on these purchases?
(A) The school can claim full Input Tax Credit (ITC) to set off against student tuition fee collections
(B) GST paid becomes part of cost as schools cannot claim Input Tax Credit
(C) The vendor refunds the GST amount directly to the school cash book upon physical invoice verification
(D) The Central Government reimburses the GST amount automatically through PFMS portal credit transfer

112. Consider the following statements regarding GST on procurements made by government schools:
I. GST paid on goods and services procured by schools is non-creditable if the output educational service is exempt.
II. Schools must ensure vendors issue a valid Tax Invoice specifying GST breakdown.
III. Reverse Charge Mechanism (RCM) under Section 9(3) may apply to schools when procuring specified services like Goods Transport Agency (GTA) or legal services.
IV. Government schools are exempt from paying GST on all commercial purchases of goods.
Which of the above statements are correct?
(A) I, II and III only
(B) I, II and IV only
(C) II, III and IV only
(D) I, III and IV only

113. Under Section 9(3) of the CGST Act, if a school avails legal services from an Advocate or Legal Firm, who is liable to pay the GST to the government?
(A) The School (recipient) under Reverse Charge Mechanism (RCM)
(B) The Advocate/Legal Firm under forward charge
(C) Neither, legal services to schools are constitutionally exempt
(D) The Ministry of Law and Justice

114. When a government school procures goods or services through the Government e-Marketplace (GeM) portal, how is GST handled in the purchase order?
(A) GST is excluded completely from all GeM transactions as government procurement is exempt
(B) A uniform flat rate of 5% GST is applied on all goods and services procured via GeM

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(B) Rs 1,50,000
(C) Rs 2,00,000
(D) Rs 2,50,000

80. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Employees with low eligible investments and deductions generally benefit more under the New Tax Regime than under the Old Tax Regime.
Reason (R): The New Tax Regime offers lower slab tax rates across various income brackets in exchange for foregoing most deductions and exemptions.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

81. Permanent Account Number (PAN) is a unique alphanumeric combination issued by the Income Tax Department comprising how many characters?
(A) 10 characters
(B) 8 characters
(C) 12 characters
(D) 16 characters

82. Consider the following statements regarding Section 206AA of the Income Tax Act, 1961:
I. It mandates that any person receiving taxable income must furnish their PAN to the deductor.
II. If PAN is not furnished, tax must be deducted at higher of: prescribed rate, rate in force, or 20%.
III. Non-furnishing of PAN allows the deductor to grant exemption up to Rs 5 Lakhs.
IV. Declaration in Form 15G/15H becomes invalid if valid PAN is not provided.
Which of the above statements are correct?
(A) I, II and IV only
(B) I, II and III only
(C) II, III and IV only
(D) I, III and IV only

83. What happens to a taxpayer's PAN if it is not linked with Aadhaar within the statutory deadline mandated by the Central Board of Direct Taxes (CBDT)?
(A) PAN becomes inoperative, attracting higher TDS and blocking refunds
(B) The PAN is permanently cancelled by the department and cannot be reactivated ever
(C) The employee is immediately suspended from government service pending administrative enquiry
(D) The employee's monthly salary account is frozen by the disbursing bank automatically

84. Under Rule 114B of the Income Tax Rules, 1962, quoted PAN is mandatory for specified financial transactions. Which of the following requires compulsory quoting of PAN?
(A) Payment in cash for purchase of school library books worth Rs 1,000 from local vendors
(B) Payment of monthly telephone bill of Rs 500 for school administrative landline connection
(C) Obtaining a local bus transport pass for school staff daily official commuting travel
(D) Opening a bank account (other than Basic Savings Deposit Account)

85. What is the fourth character of a PAN issued to an individual government employee?
(A) C
(B) P
(C) F
(D) G

86. When a school awards a commercial procurement contract to a vendor, under which section must the school verify the vendor's PAN before disbursing payment and deducting TDS?
(A) Section 10(23C) relating to educational institutions
(B) Section 80G relating to charitable donation deductions
(C) Section 139A read with Section 206AA
(D) Section 115BAC relating to New Tax Regime slab rates

87. Under Section 139A(5)(f), every person receiving salary must quote their PAN in which of the following documents?
(A) School student progress reports issued at term end
(B) Daily teacher attendance register signed every morning
(C) School timetable allocations prepared for daily classes

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Government.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

36. What is the statutory due date for depositing TDS collected from salaries into the Central Government account for the months from April to February?
(A) Within 30 days from the end of the current calendar month
(B) By 31st March before the closing of the financial year
(C) Within 30 days from the end of the relevant tax quarter
(D) Within 7 days from the end of the deduction month

37. What is the statutory due date for depositing TDS deducted from salary disbursed in the month of March?
(A) April 7th
(B) April 30th
(C) March 31st
(D) May 15th

38. A Principal (DDO) discovers in February that due to an administrative oversight, tax was under-deducted from a senior teacher's monthly salary during the previous ten months. What is the correct course of action for the DDO under Section 192?
(A) Re-open previous months' closed accounts and revise all past salary bills paid
(B) Direct the teacher to pay the shortfall as advance tax without adjusting monthly TDS
(C) Adjust the tax deficit in the remaining month(s) of the same financial year
(D) Request the Income Tax Department to waive off the short tax deduction amount

39. Can a DDO consider income from other heads (such as house property income) reported by an employee for computing TDS under Section 192?
(A) No, Section 192 strictly prohibits considering any other head of income for TDS calculation
(B) Yes, but only after obtaining written permission from the Chief Commissioner of Income Tax
(C) Only if reporting other income results in a net loss that reduces total annual tax liability
(D) Yes, if the employee declares such income and tax details in prescribed format to the DDO

40. Under Section 192(2C), the DDO is required to furnish to the employee a statement giving correct details of perquisites provided and their value in which format?
(A) Form 12BA
(B) Form 16A
(C) Form 26Q
(D) Form 15H

41. Form 16 is a statutory certificate issued under which rule of the Income Tax Rules, 1962?
(A) Rule 12
(B) Rule 31
(C) Rule 114
(D) Rule 28

42. Consider the following statements regarding the structure of Form 16 issued to salaried employees:
I. Part A contains details of tax deducted and deposited, TAN of employer, and PAN of employee generated through TRACES.
II. Part B contains detailed break-up of salary paid, exempt allowances, deductions under Chapter VI-A, and net tax payable.
III. Part A is generated manually by the school accountant without using the TRACES portal.
Which of the above statements are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

43. What is the statutory annual deadline for an employer (DDO) to issue Form 16 to employees for tax deducted during a financial year?
(A) 15th June of the assessment year
(B) 30th April of the relevant assessment year
(C) 31st May of the assessment year
(D) 31st July of the assessment year

44. From which official web portal must Part A of Form 16 be downloaded by the Drawing and Disbursing Officer (DDO)?
(A) Income Tax e-Filing Portal
(B) Public Financial Management System (PFMS) Portal

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(A) Delhi SGST
(B) UTGST
(C) IGST
(D) Municipal Cess

98. A vendor located in Haryana supplies official school desks to a Delhi government school. What GST component should be charged in the vendor's tax invoice?
(A) CGST + Delhi SGST
(B) CGST + Haryana SGST
(C) Integrated Goods and Services Tax (IGST)
(D) UTGST + IGST

99. Which constitutional amendment act introduced the Goods and Services Tax (GST) in India?
(A) 101st Constitutional Amendment Act
(B) 44th Constitutional Amendment Act
(C) 86th Constitutional Amendment Act
(D) 103rd Constitutional Amendment Act

100. What is the primary objective of eliminating the "cascading effect" under the GST regime?
(A) To convert indirect taxes into direct taxes across all commercial business sectors
(B) To exempt all commercial goods and services from statutory state taxation
(C) To eliminate state government revenue sharing mechanisms in indirect taxation
(D) To prevent tax on tax by providing Input Tax Credit across supply chain

101. Under Notification No. 12/2017-Central Tax (Rate), core educational services provided by an "educational institution" are:
(A) Taxed at a standard rate of 18%
(B) Exempt from GST
(C) Taxed at a concessional rate of 5%
(D) Subject to Reverse Charge Mechanism (RCM)

102. Consider the following services provided to an educational institution offering education up to higher secondary level:
I. Transportation of students, faculty, and staff
II. Catering, including mid-day meals scheme sponsored by the government
III. Security, cleaning, or housekeeping services performed in such educational institution
Which of the above services are exempt from GST under Notification No. 12/2017-Central Tax (Rate)?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

103. Under the GST exemption notifications, which of the following institutions qualifies as an "educational institution"?
(A) A private unorganized coaching institute offering competitive examination test preparation
(B) A commercial hobby club teaching dance and music without statutory state certification
(C) A corporate training center conducting specialized corporate skill workshops for staff
(D) Institution providing education leading to a qualification recognized by law

104. Are entrance examination fees charged by educational institutions for conducting admission entrance tests exempt from GST?
(A) Conduct of entrance examination against fee is fully exempt
(B) No, entrance examination fee is treated as a commercial service taxed at 18% GST
(C) Exempt only if the charged entrance fee is below Rs 500 per individual student
(D) Taxed at a concessional rate of 5% GST without input tax credit benefits

105. If a Delhi government school rents out its auditorium or playground to a private commercial company for a corporate event, how is this service treated under GST?
(A) Exempt from GST as it is provided by a government school
(B) Taxable service liable to GST at applicable rates
(C) Subject to 0% GST rating
(D) Outside the purview of GST law

106. Are vocational skill training courses conducted by National Skill Development Corporation (NSDC) affiliated training centers exempt from GST?
(A) No, all vocational training programs are taxed at 18% GST
(B) Yes, specified NSDC skill programs are exempt
(C) Taxed at a flat rate of 12% GST without input credit
(D) Exempt only if funded directly by recognized international agencies

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(D) I, III and IV only

53. Under Section 10(14) read with Rule 2BB of Income Tax Rules, what is the maximum monthly tax exemption allowed for Children Education Allowance per child (up to a maximum of two children)?
(A) Rs 300 per month per child
(B) Rs 100 per month per child
(C) Rs 500 per month per child
(D) Rs 1,000 per month per child

54. What is the statutory limit for tax exemption on Hostel Subsidy/Allowance received by an employee under Rule 2BB (up to a maximum of two children)?
(A) Rs 100 per month per child
(B) Rs 800 per month per child
(C) Rs 300 per month per child
(D) Rs 1,200 per month per child

55. For computing HRA exemption under Section 10(13A), what does the term "Salary" specifically include?
(A) Basic Pay along with all monthly personal allowances paid
(B) Gross salary including all taxable allowances and perquisites
(C) Basic Pay plus Special Allowance plus Transport Allowance components
(D) Basic Pay plus forming-part DA plus fixed percentage commission

56. Under Section 10(10) of the Income Tax Act, death-cum-retirement gratuity received by a Central or Delhi Government employee upon retirement is:
(A) Fully exempt from income tax without any ceiling limit
(B) Exempt up to a maximum statutory ceiling limit of Rs 20 Lakhs only
(C) Exempt up to a maximum statutory ceiling limit of Rs 10 Lakhs only
(D) Fully taxable as regular salary income under Section 17

57. Encashment of earned leave received by a government employee at the time of retirement or superannuation is:
(A) Fully taxable under Section 17 as regular salary
(B) Fully exempt under Section 10(10AA)(i)
(C) Exempt up to a maximum statutory limit of Rs 3 Lakhs only
(D) Exempt up to 50% of total leave accumulation balance

58. A teacher residing in Delhi in a rented accommodation pays a monthly rent of Rs 15,000. Her basic pay is Rs 60,000 per month, Dearness Allowance is Rs 30,000 per month (forming part of salary for retirement benefits), and HRA received is Rs 24,000 per month. What is the monthly HRA exemption under Section 10(13A)?
(A) Rs 24,000
(B) Rs 6,000
(C) Rs 45,000
(D) Rs 9,000

59. When an employee claims HRA exemption and the annual rent paid to the landlord exceeds a specified threshold, providing the landlord's PAN to the DDO is mandatory. What is this annual rent threshold?
(A) Rs 1,00,000 per annum
(B) Rs 50,000 per annum
(C) Rs 1,80,000 per annum
(D) Rs 2,50,000 per annum limit

60. Is an employee who lives in a self-owned residential property eligible to claim HRA exemption under Section 10(13A)?
(A) Yes, up to 50% of total HRA received during the financial year
(B) Yes, provided it is approved in writing by the Head of Institution
(C) No, payment of actual rent is required for claiming exemption
(D) Yes, up to a flat statutory limit of Rs 60,000 per financial year

61. Under Section 16(ia) of the Income Tax Act, 1961, what is the amount of Standard Deduction available to salaried employees against salary income?
(A) Rs 40,000 flat deduction against gross salary income
(B) Rs 1,00,000 flat deduction against gross salary income
(C) 20% of Gross Salary without any upper monetary ceiling limit specified
(D) Rs 50,000 (or Rs 75,000 under revised New Regime provisions)

62. Professional Tax levied by state authorities and paid by a salaried employee during the financial

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(C) GST is calculated at statutory rates based on HSN/SAC codes and added to billing
(D) GeM portal charges GST from the buying organization directly as administrative fee tax

115. Under Section 51 of the CGST Act, 2017, a government Department / School acting as a TDS deductor under GST is required to deduct GST-TDS at what combined rate (CGST + SGST) on taxable payments exceeding Rs 2,50,000 under a contract?
(A) 2% (1% CGST + 1% SGST)
(B) 1%
(C) 5%
(D) 10%

116. What is the contract value threshold that attracts mandatory GST-TDS deduction under Section 51 of the CGST Act for procurement payments made by government entities?
(A) Exceeding Rs 1,00,000 total value under a single contract
(B) Exceeding Rs 5,00,000 per financial year
(C) Exceeding Rs 10,00,000 per financial year
(D) Exceeding Rs 2,50,000 under a single contract

117. When GST-TDS is deducted under Section 51 by a government school DDO from a contractor's payment, by when must it be deposited into the government GST treasury?
(A) Within 7 days after the end of the month in which deduction is made
(B) Within 10 days after the month of deduction
(C) By 31st March of the relevant financial year
(D) Within 30 days from the tax invoice date

118. A government school awards a contract for school building repairs costing Rs 5,00,000 (excluding GST) to a registered civil contractor. When processing the bill for payment under GST-TDS provisions (Section 51), what amount should the DDO deduct as GST-TDS?
(A) Rs 5,000 (1%)
(B) Rs 25,000 (5%)
(C) Rs 10,000 (2%)
(D) Nil, as civil works are exempt

119. Does GST-TDS under Section 51 apply to contracts where the total value of supply under a single contract does NOT exceed Rs 2,50,000?
(A) Yes, it applies to all contract payments irrespective of total monetary value
(B) Applies if payment is made in cash or bearer cheque through treasury
(C) Applies only if the contractor is an unregistered person under GST law
(D) No, it applies only if contract value exceeds Rs 2,50,000

120. Input Tax Credit (ITC) cannot be claimed by a government school on taxable procurements primarily because:
(A) Educational output services are exempt, so input tax credit is barred under Section 17(2)
(B) Schools are legally prohibited from holding a PAN or registering under statutory tax laws
(C) GeM portal software automatically blocks all Input Tax Credits for public organizations
(D) CAG audit guidelines prohibit Input Tax Credit claims by all government and school offices

121. What does the acronym "TAN" stand for in Indian tax administration?
(A) Tax Allocation and Settlement Account Number
(B) Tax Deduction and Collection Account Number
(C) Tax Assessment Node and Filing Account Number
(D) Treasury Accounting and Tax Collection Network

122. TAN is a 10-character alphanumeric number structured in a specific pattern. Which authority issues TAN?
(A) Reserve Bank of India acting as central monetary regulator
(B) Income Tax Department
(C) Goods and Services Tax Network (GSTN) portal system
(D) Controller General of Accounts under Ministry of Finance

123. Under Section 203A of the Income Tax Act, 1961, who is statutorily required to apply for and obtain a TAN?
(A) Every person or DDO responsible for deducting or collecting TDS
(B) Every individual salaried taxpayer filing an annual income tax return
(C) All school students receiving government scholarships and welfare grants
(D) All commercial vendors supplying goods or services to government schools

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employees
III. Copy of Challans (ITNS 281 / Book Adjustment) and quarterly TDS returns (Form 24Q/26Q) filed
IV. GST-TDS registration and monthly/ quarterly return records for vendor procurements
Which of the above registers and records must be maintained systematically by a government school administration for statutory tax audit verification?
(A) I, II and III only
(B) I, II and IV only
(C) II, III and IV only
(D) I, II, III and IV

143. When government salary bills are drawn through the Pay and Accounts Office (PAO) via Book Adjustment (transfer credit) without physical cash transaction, what special procedure applies for TDS deposit?
(A) TDS deduction is completely exempt from reporting for government salary bills
(B) TDS is transferred same day by PAO via book entry (Form 24G)
(C) DDO must deposit cash directly from the school contingency fund into bank
(D) DDO files statutory TDS return after 3 years from bill disbursement

144. What is the role of Form 24G in government accounting for TDS compliance?
(A) Form 24G is the statutory employee application form submitted for claiming HRA exemption
(B) Form 24G is the official GST registration application form prescribed for government schools
(C) Form 24G is the annual tax audit compliance report submitted by government schools
(D) Statement filed by PAO/Treasury Officers for TDS credited without challan

145. Under Section 201(1A) of the Income Tax Act, what is the rate of interest payable for failure to deduct tax at source (from the date on which tax was deductible to the date of actual deduction)?
(A) 1.0% per month or part of a month
(B) 0.5% per month or part of a calendar month
(C) 1.5% per month or part of a month
(D) 2.0% per month or part of a month

146. Under Section 201(1A) of the Income Tax Act, what is the rate of interest payable for tax deducted but NOT deposited into the government treasury (from the date of deduction to the date of actual deposit)?
(A) 1.0% per month or part of a month
(B) 2.0% per month or part of a calendar month
(C) 1.5% per month or part of a month
(D) 3.0% per month or part of a month

147. During an internal audit or CAG audit of school accounts, non-deduction of TDS on commercial maintenance contracts awarded by the school is categorized as:
(A) A financial irregularity and non-compliance creating recovery liability
(B) A minor procedural administrative variance ignored during formal financial audit reviews
(C) A permissible administrative discretion exercised by the Principal under local powers
(D) A internal subject governed exclusively by the school management committee members

148. A school Principal acting as DDO fails to file quarterly TDS returns (Form 24Q) for two consecutive quarters due to staff delay. The Income Tax Department issues a notice levying late fees under Section 234E. How should this financial liability be treated under financial rules?
(A) Paid out of school student activity funds (Vidyalaya Kalyan Kosh) upon Principal approval
(B) Paid directly from government budget allocated for administrative academic office expenses
(C) Written off automatically by the Pay and Accounts Officer during monthly bill settlement
(D) Paid by responsible officials personally, as public funds cannot cover default penalties

149. In the context of government school administration, what is the primary purpose of verifying the "Annual Information Statement (AIS)" and "Form 26AS" of an employee during tax reconciliation?
(A) To verify and validate the teacher's classroom attendance record for annual appraisal
(B) To cross-check that deducted tax is credited against the employee's PAN
(C) To evaluate overall teacher performance for granting annual salary increments and promotions
(D) To determine annual government school grant allocations received from central funds

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the quarters ending June 30, September 30, and December 31?
(A) 15th day of the month immediately following the end of the quarter
(B) 31st of the month following the quarter
(C) Last working day of the relevant financial year closing
(D) 15th June of the immediately succeeding financial year

134. What is the statutory due date for filing the quarterly TDS return for the fourth quarter (Q4 ending 31st March)?
(A) 30th April
(B) 31st May
(C) 15th June
(D) 31st July

135. Under Section 234E of the Income Tax Act, 1961, what is the mandatory late fee charged for delay in filing quarterly TDS returns?
(A) Statutory penalty of Rs 100 per day of delay until return filing
(B) Statutory penalty of Rs 500 per day of delay until return filing
(C) Flat Rs 10,000 penalty regardless of the total delay duration
(D) Rs 200 per day of delay, capped at tax deductible amount

136. Under Section 271H of the Income Tax Act, penalty for failure to file quarterly TDS returns within one year from the due date ranges between:
(A) Rs 10,000 to Rs 1,00,000
(B) Minimum penalty of Rs 1,000 to Maximum Rs 10,000
(C) Fixed statutory penalty of Rs 5,000 in all cases
(D) Minimum penalty of Rs 50,000 to Maximum Rs 500,000

137. Which statement prepared by the Income Tax Department reflects the processing of quarterly TDS returns and highlights any defaults, short deductions, or interest demand against the DDO?
(A) Annual Information Statement Form 26AS
(B) TRACES Justification Report
(C) Investment Declaration Form 12BB
(D) Tax Relief Calculation Form 10E

138. Which challan form is used by government DDOs for depositing Income Tax (TDS) into the Central Government account through designated banks or e-payment?
(A) ITNS 280
(B) ITNS 281
(C) ITNS 282
(D) GAR 7

139. If TDS is deducted in the month of May, by what date must the quarterly return for Q1 (April–June) incorporating this deduction be filed?
(A) 31st July
(B) 15th July
(C) 31st August
(D) 30th September

140. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): A correction statement (revised TDS return) must be filed by the DDO on TRACES if errors are detected in the original Form 24Q filing.
Reason (R): Errors in PAN or income details in Form 24Q prevent the correct tax credit from reflecting in the employee's Form 26AS and AIS.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

141. What is the fundamental financial compliance duty of a school Principal acting as Drawing and Disbursing Officer (DDO) regarding tax management?
(A) To maximize tax collection and revenue retention for the school welfare society
(B) To exempt all school staff from income tax levies through local administrative discretion
(C) To independently audit the Central Board of Direct Taxes operations and functions
(D) To ensure accurate deduction, deposit, and reporting of statutory taxes

142. Consider the following compliance records and registers:
I. TDS Deduction Register / Broadsheet showing monthly employee-wise salary tax calculations
II. File containing Form 12BB declarations along with investment proofs submitted by

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ANSWERS

1. (A) Assessment Year
Under the Income Tax Act, 1961, the Assessment Year is defined as the twelve-month period commencing on the first day of April every year. During this specific period, the income earned by a taxpayer during the immediately preceding financial year, known as the previous year, is evaluated and assessed to determine the overall statutory tax liability.

2. (C) The physical stay of the employee in India during the relevant previous year and preceding years
Determining the residential status of an employee under the Indian tax framework depends primarily on the actual physical stay in India during the relevant previous year and preceding financial years. Statutory criteria under Section 6 specify mandatory physical presence thresholds rather than criteria such as citizenship, location of the employer head office, or bank account management locations.

3. (A) Due basis or receipt basis, whichever is earlier
Section 15 of the Income Tax Act, 1961 establishes the chargeability of salary income on a due basis or receipt basis, whichever occurs earlier. This rule ensures that salary earned for services rendered becomes taxable as soon as it falls due for payment, or when actually received, even if received in advance before becoming legally due.

4. (D) Health and Education Cess at the rate of 4%
Computing the final tax liability for salaried individuals involves applying the basic income tax rates according to the applicable tax slabs, along with any applicable surcharge. Additionally, a mandatory Health and Education Cess is levied at the rate of four percent on the total aggregate amount of income tax and surcharge to determine final payable liability.

5. (C) A is true but R is false
Income earned during a financial year, designated as the previous year, is evaluated for tax purposes in the immediately succeeding period called the assessment year. These two concepts represent distinct sequential twelve-month periods rather than concurrent timeframes. Consequently, income earned in one financial year is assessed in the subsequent assessment year, confirming the assertion while invalidating the reason.

6. (C) Section 4 read with Section 15 of the Income Tax Act, 1961
Section 4 of the Income Tax Act, 1961 serves as the primary charging provision creating the legal authority to levy income tax for any assessment year. When read in conjunction with Section 15, which specifically governs the chargeability of salary income, it forms the statutory basis for taxing salary received by employees, including government school staff.

7. (D) It is taxable in the year of receipt under Section 15
Under Section 15 of the Income Tax Act, salary is taxable on a due or receipt basis, whichever occurs earlier. When advance salary is received before it actually becomes due, it is included in total taxable salary income in the financial year of receipt. It will not be taxed again when it subsequently becomes due in future months.

8. (A) From 1st October to 31st March of that financial year
When a new source of income or employment comes into existence during a financial year, the previous year commences on the date the source comes into existence or employment begins. Consequently, for an employee joining service on October 1st, the previous year for that assessment year runs from October 1st to March 31st of that financial year.

9. (B) Sum received as Dearness Allowance alongside basic salary
Dearness Allowance paid to employees as part of their regular salary remuneration is fully taxable under the head Salaries. Agricultural income, commuted pension for government employees under Section 10(10A), and statutory death-cum-retirement gratuity received by central or state government employees under Section 10(10) are specifically exempt from total taxable income calculation under income tax provisions.

MCQGPT

150. Which statutory body exercises regulatory oversight over income tax administration and issues circulars governing TDS deduction procedures for government salaries in India?
(A) Central Board of Indirect Taxes and Customs (CBIC)
(B) Comptroller and Auditor General (CAG)
(C) Central Board of Direct Taxes (CBDT)
(D) Reserve Bank of India (RBI)

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representatives. Since the existence of an employer-employee relationship is the essential prerequisite for taxing income under Salaries, the reason accurately explains the tax classification assertion.

21. (B) Deducting tax at the point of income generation to ensure steady tax collection
Tax Deducted at Source operates on the fundamental tax administration principle of collecting tax at the very point of income generation. By obligating the payer to deduct applicable tax before disbursing payments, the system ensures a regular stream of revenue for the government, minimizes tax evasion, and simplifies individual annual tax compliance.

22. (A) I, II and III only
The Tax Deducted at Source system functions as an advance collection mechanism where deducted amounts are deposited into the Central Government treasury and credited to the individual's Form 26AS. However, deducting tax at source does not exempt an individual from the mandatory requirement to file an annual income tax return under statutory provisions.

23. (D) Section 192
Section 192 of the Income Tax Act, 1961 specifically mandates that any person responsible for paying income chargeable under the head Salaries must deduct tax at source at the time of payment. Other sections like 194C, 194J, and 195 apply to payments made to contractors, professionals, and non-residents respectively.

24. (A) Total income exceeding the maximum amount not chargeable to tax
Under Section 192 of the Income Tax Act, 1961, an employer is legally obligated to deduct tax at source only if the employee's estimated total taxable income for the financial year exceeds the maximum amount not chargeable to tax under the applicable tax slab rates and chosen tax regime framework.

25. (B) Form 26AS
Form 26AS is an annual consolidated tax statement generated electronically by the Income Tax Department. It displays comprehensive details of tax deducted at source by various deductors, tax collected at source, advance tax paid, and self-assessment tax credits linked directly to the taxpayer's Permanent Account Number on the e-filing portal.

26. (B) The deductor is liable to pay statutory interest under Section 201(1A) and penalties
Failing to deposit deducted tax at source into the Central Government account within the prescribed statutory due date makes the deductor an assessee-in-default. Under Section 201(1A) of the Income Tax Act, 1961, the deductor becomes liable to pay mandatory statutory interest at one point five percent per month along with potential penalties.

27. (A) Payment made on behalf of the employee, adjustable against final tax liability
Tax deducted at source by a school Drawing and Disbursing Officer represents advance income tax collected from the employee's earnings on behalf of the Central Government. This deducted tax is not an additional fee or final non-adjustable payment, but an advance payment fully adjustable against the employee's final annual income tax liability.

MCQGPT

28. (C) Section 194C
Section 194C of the Income Tax Act, 1961 specifically governs tax deduction at source on payments made to resident contractors or sub-contractors for carrying out any work, including service contracts like security, maintenance, or cleaning. Section 192 applies to salaries, Section 194I to rent, and Section 194J to professional fees.

29. (D) No, if estimated total income does not exceed the maximum amount not chargeable to tax
Section 192 mandates TDS on salary payments only when the employee's estimated total income for the relevant financial year exceeds the basic exemption limit. If the estimated total income after applicable deductions remains at or below the maximum amount not chargeable to tax, the employer is not required to deduct any TDS.

30. (C) Form 16
Form 16 is the statutory certificate issued by an employer to an employee under Rule 31 of the Income Tax Rules, 1962. It provides complete verification of the total salary paid, tax deducted at source under Section 192, and the actual deposit of that tax into the Central Government treasury account.

10. (B) Rs 50 Lakhs
Under the standard provisions of the Income Tax Act, 1961, a surcharge is levied on individual taxpayers when their total taxable income exceeds fifty lakh rupees in a financial year. The rate of surcharge progressively increases across higher income slabs, starting at ten percent for total income between fifty lakh rupees and one crore rupees.

11. (A) Profits and Gains of Business or Profession
Under Section 14 of the Income Tax Act, 1961, income is classified under five distinct heads. A regular school employee earning monthly salary emoluments generates income under Salaries, Other Sources, and potentially House Property or Capital Gains. Profits and Gains of Business or Profession is not relevant to regular salaried employment income structures.

12. (A) I and II only
Savings bank interest and university examination evaluation fees represent income sources categorized under the head Income from Other Sources because they do not arise from a regular employee-employer relationship. Conversely, Dearness Allowance is paid directly by the employer as a salary component and is strictly categorized under the head Income from Salaries.

13. (D) Income from Salaries
Uncommuted pension refers to periodic payments received regularly by a retired employee from the former employer. Under the Income Tax Act, 1961, periodic uncommuted pension payments maintain the character of salary and are chargeable to tax under the head Income from Salaries for both government and non-government pensioners without exception.

14. (C) Income from Other Sources
Interest earned on fixed deposits maintained with banking institutions represents income from financial investments rather than employment salary or property letting. Under Section 56 of the Income Tax Act, 1961, any income that is not specifically chargeable under any other designated head is classified and taxed under the head Income from Other Sources.

15. (B) Income from Salaries
Honorarium paid to a serving government school teacher by the school administration for conducting or supervising official examinations forms part of the earnings derived from the existing employment relationship. Because the employer disburses these funds for duties performed in service, the amount is classified and taxed under the head Income from Salaries.

16. (D) Income from House Property
Rental income derived from letting out a residential flat owned by a taxpayer is specifically governed by Sections 22 to 27 of the Income Tax Act, 1961. Such income is assessed based on the annual value of the property and is classified exclusively under the head Income from House Property, after allowing statutory standard deductions.

17. (A) Rent-free accommodation provided by the government
Under Section 17(2) of the Income Tax Act, 1961, perquisites include non-cash benefits or amenities provided by an employer to an employee. Rent-free residential accommodation provided by the government to a school Principal represents a non-monetary benefit evaluated as a perquisite, whereas allowances represent direct monetary additions included in gross salary calculations.

18. (C) Dearness Allowance
Dearness Allowance is paid to employees to compensate for the impact of inflation and is fully taxable as part of gross salary income. In contrast, commuted pension for government employees, foreign allowances paid to government servants working abroad, and allowances paid to High Court Judges are granted specific statutory exemptions under Section 10 provisions.

19. (A) Income from Other Sources
Family pension received periodically by the legal heirs or dependents of a deceased employee is not paid under an employer-employee relationship with the recipient. Consequently, family pension cannot be taxed as salary and is assessed under the head Income from Other Sources, subject to standard statutory deduction under Section 57 of the Act.

20. (A) Both A and R are true and R is the correct explanation of A
Salary received by Members of Legislative Assemblies or Members of Parliament is assessed under Income from Other Sources because no legal employer-employee relationship exists between the government and elected

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124. In which of the following official documents is quoting TAN legally mandatory for a school DDO?
(A) Student admission registers, examination records, and school leaving certificates
(B) Teacher daily attendance registers and leave approval applications in school
(C) Monthly salary bills, quarterly TDS returns, Form 16, and tax challans
(D) Mid-day meal distribution registers and quarterly inspection logbooks in school

125. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): A Drawing and Disbursing Officer (DDO) must quote the school's TAN on all TDS challans and quarterly TDS returns.
Reason (R): Failure to quote TAN or quoting an incorrect TAN attracts statutory penalty under Section 272BB of the Income Tax Act, 1961.
In light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

126. Under Section 272BB of the Income Tax Act, 1961, what is the penalty amount for failure to comply with TAN provisions or for quoting an incorrect TAN in documents?
(A) Rs 1,000
(B) Rs 5,000
(C) Rs 10,000
(D) Rs 25,000

127. Can a DDO use the school's Permanent Account Number (PAN) instead of TAN for filing quarterly TDS returns?
(A) Yes, PAN and TAN are completely interchangeable under tax law
(B) No, TAN is mandatory for TDS compliance
(C) Yes, provided it is approved in writing by the Head of School
(D) Yes, but exclusively for non-salary TDS returns filed by office

128. A newly established Delhi government school appoints a Head of School who is designated as DDO. Before processing the first month's salary and deducting TDS, what immediate statutory tax registration must the DDO ensure the school possesses?
(A) Goods and Services Tax Identification Number (GSTIN)
(B) Import Export Code (IEC) issued by Directorate General of Foreign Trade
(C) Professional Tax Registration Certificate issued by state authority
(D) Tax Deduction Account Number (TAN)

129. How many alpha and numeric characters, and in what sequence, constitute a valid TAN?
(A) 4 alphabets, 5 digits, 1 alphabet
(B) 5 alphabets, 4 digits, 1 alphabet sequence
(C) 10 consecutive numeric digits without alphabets
(D) 2 alphabets, 7 digits, 1 alphabet sequence

130. Where should an application for allotment of TAN be submitted electronically?
(A) On Form 49A submitted through the official GST portal
(B) On Form 16 submitted through TRACES web portal
(C) On Form 49B through Income Tax portal
(D) On Form 26Q submitted through the PFMS portal

MCQGPT

131. Which statutory Form is prescribed for filing quarterly TDS returns for salary payments under Section 192?
(A) Form 24Q
(B) Form 26Q
(C) Form 27Q
(D) Form 27EQ

132. Consider the following statements regarding quarterly TDS returns:
I. Form 24Q is filed for tax deducted at source from salaries.
II. Form 26Q is filed for tax deducted at source from non-salary payments (e.g., contractors, professionals).
III. Form 24Q for the fourth quarter (Q4 ending March 31) includes Annexure II containing detailed salary break-up for each employee.
Which of the above statements are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

133. What is the statutory due date for filing quarterly TDS returns (Form 24Q / 26Q) for

31. (B) The Drawing and Disbursing Officer (DDO) of the school
Under Section 192 of the Income Tax Act, 1961, the Drawing and Disbursing Officer of the school is legally designated as the deductor responsible for calculating, deducting, and depositing tax at source from employee salaries, as well as submitting quarterly TDS returns and issuing annual tax certificates to employees.

32. (D) By estimating annual total income, calculating average tax rate, and deducting monthly equal installments
Under Section 192, the Drawing and Disbursing Officer estimates the employee's total annual taxable salary for the financial year, factors in allowable deductions and chosen tax slab rates, calculates the net annual income tax payable, and divides this total tax into equal monthly installments to deduct regularly throughout the financial year.

33. (A) Form 12BB with investment proofs
Under Rule 26C of the Income Tax Rules, 1962, an employee opting for the Old Tax Regime must submit Form 12BB along with supporting documentary proofs of investments, allowances, and expenses to the Drawing and Disbursing Officer to claim deductions under Chapter VI-A and exemptions under Section 10 for TDS computation.

34. (C) Disallow unverified deductions and recompute TDS accordingly
If an employee fails to submit valid documentary proof for claimed investments or tax exemptions before the end of the financial year, the Drawing and Disbursing Officer is legally bound to disallow those unverified deductions. The officer must then recompute the tax liability and deduct the balance tax in remaining months.

35. (A) Both A and R are true and R is the correct explanation of A
Tax deducted at source by a Drawing and Disbursing Officer represents money held in trust on behalf of the Central Government. Failure to deposit this deducted tax within the prescribed statutory timeline constitutes a trust breach, making the deductor liable to pay statutory interest under Section 201(1A), validating both statements completely.

36. (D) Within 7 days from the end of the deduction month
For tax deducted at source during the months of April through February, the statutory deadline for depositing the collected tax into the Central Government treasury account is within seven days from the end of the month in which the deduction was made, as mandated under Income Tax Rule 30.

37. (B) April 30th
As a statutory exception to the standard seven-day rule, tax deducted at source from salary disbursed in the month of March can be deposited into the Central Government account up to April 30th of the next financial year, allowing administrative time for annual financial reconciliation and accounts closure.

38. (C) Adjust the tax deficit in the remaining month(s) of the same financial year
Section 192(3) explicitly empowers the Drawing and Disbursing Officer to make adjustments for any excess or shortfall in tax deducted during previous months of the same financial year. The DDO can increase or decrease the monthly TDS amount in remaining salary disbursements to ensure accurate annual tax collection.

39. (D) Yes, if the employee declares such income and tax details in prescribed format to the DDO
Under Section 192(2B), an employee can declare income earned under other heads, such as house property or savings interest, along with details of tax deducted thereon, to the Drawing and Disbursing Officer. The DDO is then authorized to consider such declared income while computing monthly salary TDS deductions.

MCQGPT

40. (A) Form 12BA
Under Section 192(2C) read with Rule 26A of the Income Tax Rules, 1962, where salary includes perquisites or profits in lieu of salary, the employer must furnish to the employee a statement giving detailed correct valuations of such perquisites provided, formatted specifically in prescribed statutory Form 12BA.

41. (B) Rule 31
Form 16 is the statutory certificate of tax deduction at source issued under Rule 31 of the Income Tax Rules, 1962. Rule 31 explicitly details the legal requirements, formats, timeframes, and procedure for issuing TDS certificates for both

salary income under Form 16 and non-salary income under Form 16A.

42. (A) I and II only
Form 16 comprises Part A and Part B. Part A contains employer TAN, employee PAN, and tax payment details, generated directly through the TRACES portal. Part B provides detailed salary breakdowns, exemptions, and deductions. Manually generated Part A certificates without TRACES validation are legally invalid for tax compliance filing.

43. (A) 15th June of the assessment year
Under Rule 31 of the Income Tax Rules, 1962, every employer deducting tax under Section 192 is statutorily obligated to issue Form 16 to the employee annually on or before June 15th of the assessment year immediately following the financial year in which the tax deduction was made.

44. (C) TRACES Portal
Part A of Form 16 must be generated and downloaded directly from the official TDS Reconciliation Analysis and Correction Enabling System portal maintained by the Income Tax Department. Downloading through TRACES ensures system authentication, correct tax credit mapping, and accurate validation against quarterly returns filed by the deductor.

45. (D) Form 16 is for TDS on salary under Section 192; Form 16A is for TDS on non-salary payments
Form 16 is the annual certificate issued exclusively for tax deducted at source from salary income under Section 192. Conversely, Form 16A is a quarterly certificate issued for tax deducted at source on non-salary payments, such as payments made to contractors under Section 194C or professional fees under Section 194J.

46. (C) Penalty of Rs 100 per day of default
Under Section 272A(2)(g) of the Income Tax Act, 1961, if an employer fails to issue the TDS certificate in Form 16 within the prescribed statutory time limit, the employer is liable to pay a penalty of one hundred rupees for every day during which the failure or default continues.

47. (B) Each DDO issues a separate Form 16 for service under their respective TAN
When an employee serves under two different government offices with distinct Drawing and Disbursing Officers and Tax Deduction Account Numbers during a single financial year, each DDO must issue a separate Form 16 covering the exact period, salary disbursed, and tax deducted under their respective TAN.

48. (D) TAN of employer and PAN of employee
Form 16 requires the mandatory specification of the employer's Tax Deduction Account Number and the employee's Permanent Account Number. These two primary tax identification credentials enable the Income Tax Department system to correctly match deducted tax credits with the individual employee's electronic tax account in Form 26AS.

49. (A) No, Part A must be TRACES-downloaded with system validation
Part A of Form 16 cannot be created manually or customized locally. Income tax rules mandate that Part A must be downloaded directly from the TRACES portal with embedded system validation and digital signature to ensure authenticity, consistency, and legal validity during electronic income tax return filing.

50. (A) Both A and R are true and R is the correct explanation of A
Form 16 serves as valid proof of tax deduction because Part A is downloaded directly from the TRACES portal, which processes the employer's quarterly Form 24Q returns. Since the certificate data matches official government processing records, both statements are correct and the reason provides a direct explanation.

51. (A) Flat standard exemption of Rs 1,00,000 per annum
House Rent Allowance exemption under Section 10(13A) read with Rule 2A is calculated as the minimum of three limits: actual HRA received, rent paid minus ten percent of salary, or fifty/forty percent of salary based on city location. A flat standard exemption limit of one lakh rupees does not exist in the law.

52. (A) I, II and III only
Leave Travel Concession tax exemption under Section 10(5) covers actual travel fare within India for economy class air or first-class train for two journeys in a four-year block. However, personal expenses such as hotel accommodation, local sightseeing, boarding, and food incurred during travel are strictly non-exempt under tax regulations.

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53. (B) Rs 100 per month per child
Under Section 10(14) read with Rule 2BB of the Income Tax Rules, 1962, Children Education Allowance received by an employee from an employer is exempt from income tax up to a maximum statutory limit of one hundred rupees per month per child, restricted to a maximum of two children.

54. (C) Rs 300 per month per child
Under Rule 2BB of the Income Tax Rules, 1962, any hostel subsidy or hostel allowance granted to an employee to meet the hostel expenses of their children is exempt from income tax up to a maximum limit of three hundred rupees per month per child, restricted to a maximum of two children.

55. (D) Basic Pay plus forming-part DA plus fixed percentage commission
For calculating House Rent Allowance exemption under Section 10(13A) and Rule 2A, the term Salary specifically includes basic pay, dearness allowance if it forms part of salary for retirement benefits, and commission achieved on turnover at a fixed percentage. It excludes all other special allowances and perquisites.

56. (A) Fully exempt from income tax without any ceiling limit
Under Section 10(10)(i) of the Income Tax Act, 1961, any death-cum-retirement gratuity received by employees of Central Government, State Governments, or local authorities upon superannuation or retirement is fully exempt from income tax without any monetary upper ceiling limit.

57. (B) Fully exempt under Section 10(10AA)(i)
Under Section 10(10AA)(i) of the Income Tax Act, 1961, any payment received by a government employee as cash equivalent of earned leave salary at the time of retirement, superannuation, or voluntary retirement is completely exempt from income tax without any statutory monetary capping limit.

58. (B) Rs 6,000
Salary for HRA calculation equals Basic (60,000) plus forming DA (30,000), totaling 90,000 monthly. The minimum of three limits is computed: actual HRA (24,000), 50% of salary for Delhi (45,000), and rent paid minus 10% salary (15,000 minus 9,000, equals 6,000). The statutory exemption is the lowest figure, which is 6,000 rupees.

59. (A) Rs 1,00,000 per annum
According to CBDT circulars and tax provisions, if an employee claims House Rent Allowance exemption under Section 10(13A) and the aggregate annual rent paid to the landlord exceeds one lakh rupees, it is mandatory for the employee to report the landlord's Permanent Account Number to the employer.

60. (C) No, payment of actual rent is required for claiming exemption
Section 10(13A) explicitly mandates that House Rent Allowance exemption is available only if the employee actually incurs expenditure on payment of rent for residential accommodation occupied. An employee residing in a self-owned property does not pay rent and is therefore strictly ineligible for any HRA tax exemption.

61. (D) Rs 50,000 (or Rs 75,000 under revised New Regime provisions)
Section 16(ia) of the Income Tax Act, 1961 provides a flat Standard Deduction against gross salary income. For taxpayers under the Old Tax Regime, the deduction limit is fifty thousand rupees, while recent statutory amendments under the New Tax Regime enhanced this standard deduction limit to seventy-five thousand rupees.

MCQGPT

62. (C) Section 16(iii)
Professional Tax levied by state governments under Article 276 of the Constitution and paid by a salaried employee during the financial year is allowed as a full deduction from gross salary income specifically under Section 16(iii) of the Income Tax Act, 1961.

63. (B) Government employees only
Deduction on account of Entertainment Allowance under Section 16(ii) of the Income Tax Act, 1961 is strictly restricted to government employees (Central or State Government). Salaried employees working in the non-government or private sector are completely ineligible for any deduction under this specific clause.

64. (D) Rs 5,000
Under Section 16(ii) of the Income Tax Act, 1961, the deduction for Entertainment Allowance for government employees is restricted to the least of three limits: five thousand rupees, twenty percent of basic salary, or actual allowance

education colleges and universities receiving these input services must pay applicable GST.

109. (D) Wholly exempt from GST
Admission fees, monthly tuition fees, laboratory fees, and examination fees collected by recognized government and private schools from enrolled students for providing recognized education are core educational services that are wholly exempt from Goods and Services Tax under Entry 66 of Notification 12/2017-Central Tax (Rate).

110. (A) Both A and R are true and R is the correct explanation of A
Recognized pre-schools and higher secondary schools do not collect GST on student tuition fees because educational services provided by such institutions are explicitly exempted under Notification No. 12/2017-Central Tax (Rate). The statutory exemption directly explains why schools do not charge tax, confirming both statements.

111. (B) GST paid becomes part of cost as schools cannot claim Input Tax Credit
Under Section 17(2) of the CGST Act, 2017, Input Tax Credit cannot be claimed on purchases used for making exempt output supplies. Because core educational services provided by schools are exempt from GST, any GST paid on procurement of goods or equipment becomes an unclaimable cost component.

112. (A) I, II and III only
Educational output exemptions prevent schools from claiming ITC on purchases, require valid tax invoices, and subject schools to Reverse Charge Mechanism for specified services like Goods Transport Agencies or legal counsel. However, schools are not exempt from paying GST on commercial purchases, making statement IV incorrect.

113. (A) The School (recipient) under Reverse Charge Mechanism (RCM)
Under Section 9(3) of the CGST Act, 2017 read with Notification No. 13/2017-Central Tax (Rate), legal services provided by an individual advocate or law firm to a business entity or registered government department are taxed under Reverse Charge Mechanism, making the service recipient school liable to deposit GST.

114. (C) GST is calculated at statutory rates based on HSN/SAC codes and added to billing
Procurement of taxable goods or services through the Government e-Marketplace portal incorporates GST based on statutory HSN or SAC classification codes. The GeM software automatically calculates applicable CGST, SGST, or IGST rates and adds the tax amount to the contract purchase order value for billing.

115. (A) 2% (1% CGST + 1% SGST)
Under Section 51 of the CGST Act, 2017, specified government entities making taxable procurement payments exceeding two lakh fifty thousand rupees under a contract must deduct GST-TDS at the rate of two percent, comprising one percent Central GST and one percent State GST (or two percent IGST).

116. (D) Exceeding Rs 2,50,000 under a single contract
Section 51 of the CGST Act, 2017 establishes that government departments, local authorities, and government agencies are legally mandated to deduct tax at source under GST only when the total value of taxable goods or services supplied under a single contract exceeds two lakh fifty thousand rupees.

117. (B) Within 10 days after the month of deduction
Under Section 51(2) of the CGST Act, 2017, the amount of GST-TDS deducted by a government Drawing and Disbursing Officer must be deposited into the Central Government GST account within ten days after the end of the calendar month in which the deduction was made.

118. (C) Rs 10,00,000 (2%)
Under Section 51 of the CGST Act, GST-TDS is levied at the rate of two percent (1% CGST plus 1% SGST) on the taxable contract payment value excluding GST. Applying two percent to the base contract value of five lakh rupees results in a GST-TDS deduction of exactly ten thousand rupees.

119. (D) No, it applies only if contract value exceeds Rs 2,50,000
Section 51 of the CGST Act explicitly stipulates that mandatory GST-TDS deduction applies only where the total contract value of taxable supply under a single agreement exceeds two lakh fifty thousand rupees. Contracts with total

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are allowed the flexibility to choose and switch between the Old Tax Regime and the New Tax Regime every financial year, depending on which framework provides greater tax savings for that relevant year.

76. (C) Rs 7,00,000
Under the revised statutory provisions of Section 115BAC and Section 87A rebate for the New Tax Regime, resident individual taxpayers with a total taxable income up to seven lakh rupees receive full tax rebate, effectively making their net tax liability nil for the relevant assessment year.

77. (D) At the beginning of the financial year (April/ May)
For computing accurate monthly TDS deductions under Section 192, a salaried employee should intimate their preferred tax regime (Old or New) to the Drawing and Disbursing Officer at the beginning of each financial year, allowing the DDO to apply appropriate tax slabs for monthly salary tax deductions.

78. (C) Calculate TDS using default New Tax Regime
Circulars issued by the Central Board of Direct Taxes state that if a salaried employee does not intimate their chosen tax regime to the Drawing and Disbursing Officer at the start of the financial year, the DDO must calculate monthly TDS using the default New Tax Regime under Section 115BAC.

79. (B) Rs 1,50,000
Section 80C of the Income Tax Act, 1961 allows deductions under the Old Tax Regime for specified eligible investments and payments, including General Provident Fund, Public Provident Fund, life insurance premiums, and children tuition fees, subject to a maximum cumulative statutory ceiling limit of one lakh fifty thousand rupees per year.

80. (A) Both A and R are true and R is the correct explanation of A
Salaried individuals who do not make substantial investments in tax-saving instruments or pay high rent benefit significantly from the New Tax Regime. This framework provides lower slab tax rates across income brackets in exchange for foregoing deductions, making the assertion true and the reason its logical justification.

81. (A) 10 characters
Permanent Account Number is a unique ten-character alphanumeric identifier issued in the form of a laminated card by the Income Tax Department. Structured under Rule 114 of the Income Tax Rules, 1962, it consists of five alphabets, four digits, and a final alphabetic check digit.

82. (A) I, II and IV only
Section 206AA mandates furnishing a valid Permanent Account Number to avoid higher TDS rates (at least twenty percent) and invalidates Form 15G/15H declarations without PAN. Non-furnishing of PAN strictly bars deductors from granting statutory tax exemptions, making statement III incorrect while statements I, II, and IV are correct.

83. (A) PAN becomes inoperative, attracting higher TDS and blocking refunds
Failing to link a Permanent Account Number with Aadhaar within CBDT statutory deadlines renders the PAN inoperative. An inoperative PAN leads to tax deduction at higher rates under Section 206AA, prevents processing of pending income tax refunds, and blocks the issuance of lower TDS deduction certificates.

84. (D) Opening a bank account (other than Basic Savings Deposit Account)
Rule 114B of the Income Tax Rules, 1962 explicitly enumerates specified financial transactions where quoting PAN is legally mandatory. Opening a bank account, other than a basic savings deposit account or time deposit, is a statutorily notified transaction requiring compulsory quoting of the applicant's Permanent Account Number.

85. (B) P
The fourth character of a Permanent Account Number represents the status of the holder under income tax classification rules. For an individual taxpayer, including an individual government employee, the fourth character of the ten-digit PAN structure is always represented by the letter P.

86. (C) Section 139A read with Section 206AA
When awarding commercial contracts, the school administration must collect and verify the vendor's PAN under Section 139A and Section 206AA. Verifying PAN ensures correct TDS deduction rates under applicable contractor

MCQGPT

CHAPTER 13

POSH Act, 2013 and POCSO Act, 2012

1. What is the full title and year of enactment of the POSH Act in India?
(A) The Prevention of Sexual Harassment at Workplace Act, 2012
(B) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
(C) The Protection of Women against Workplace Harassment and Abuse Act, 2013
(D) The Gender Discrimination and Sexual Harassment Redressal Act, 2014

2. Under the Sexual Harassment of Women at Workplace Act, 2013, which of the following primary legislative objectives is explicitly stated in its preamble?
(A) To provide equal remuneration and career progression for female employees in private and public sectors
(B) To establish specialized gender-sensitization courts across all municipal districts
(C) To mandate fifty percent reservation for women in institutional administration and governance bodies
(D) To protect women against sexual harassment at all workplaces and for the prevention and redressal of complaints of sexual harassment

3. Under Section 2(n) of the POSH Act, 2013, which of the following actions is NOT explicitly included in the definition of "sexual harassment"?
(A) Administrative transfer based strictly on unsatisfactory formal work performance evaluation
(B) Unwelcome physical contact and advances
(C) Demand or request for sexual favours
(D) Unwelcome verbal or non-verbal conduct of sexual nature

4. Under Section 3(2) of the POSH Act, 2013, which of the following circumstances, if occurring in relation to or connected with any act of sexual harassment, may amount to sexual harassment?
I. Implied or explicit promise of preferential treatment in employment
II. Implied or explicit threat of detrimental treatment in employment
III. Creation of an intimidating, hostile or offensive work environment
IV. Humiliating treatment likely to affect health or safety
Which of the above statement(s) is/are correct?
(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

5. In accordance with Section 2(o) of the POSH Act, 2013, how is an educational institution categorized for the purpose of applicability of the Act?
(A) It is defined as a workplace, including any institute, school, college, university, or educational establishment.
(B) It is excluded from the workplace definition if it is governed by separate civil service administrative rules.
(C) It is treated as a workplace only for regular permanent teaching staff and excluded for contractual non-teaching staff.
(D) It falls exclusively under the statutory jurisdiction of state labor courts rather than the POSH legal framework.

6. Under Section 4(2)(a) of the POSH Act, 2013, the Presiding Officer of the Internal Complaints Committee (ICC) must strictly be:
(A) A retired judicial officer appointed directly by the District Magistrate
(B) An external legal advocate specializing in constitutional and labor law
(C) The head of the institution or administrative employer regardless of gender
(D) A woman employed at a senior level among the employees at the workplace

7. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): An Internal Complaints Committee (ICC) constituted under the POSH Act, 2013 must have at least one-half of its total nominated members as women.

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98. (C) Integrated Goods and Services Tax (IGST)
When a vendor located in one state (Haryana) supplies goods to an entity located in another state or union territory (Delhi), the transaction constitutes an inter-state supply under Section 7 of the IGST Act, 2017. Consequently, the vendor must charge Integrated Goods and Services Tax on the invoice.

99. (A) 101st Constitutional Amendment Act
The Goods and Services Tax was introduced into the Indian constitutional framework through the 101st Constitutional Amendment Act, 2016. This historic amendment conferred concurrent powers upon both Parliament and State Legislatures to make laws for levying goods and services tax on intra-state and inter-state transactions.

100. (D) To prevent tax on tax by providing Input Tax Credit across supply chain
The primary objective of eliminating the cascading tax effect under the GST framework is to prevent tax from being levied on tax. By enabling a seamless flow of Input Tax Credit across every stage of the supply chain, tax paid on inputs reduces net tax liability on output supplies.

101. (B) Exempt from GST
Under Notification No. 12/2017-Central Tax (Rate), core educational services provided by an recognized educational institution to its students, faculty, and staff are specifically granted complete exemption from Goods and Services Tax to ensure public accessibility and affordability of formal education across the nation.

102. (D) I, II and III
Entry 66 of Notification No. 12/2017-Central Tax (Rate) specifically exempts auxiliary services provided to educational institutions offering education up to higher secondary level, including student transportation, catering under mid-day meal schemes, and security, cleaning, or housekeeping services performed within the school premises.

103. (D) Institution providing education leading to a qualification recognized by law
Under GST exemption notifications, an educational institution is specifically defined as an institution providing education as a part of a curriculum for obtaining a qualification recognized by any Indian law, or providing pre-school education up to higher secondary level, excluding unapproved private coaching centers.

104. (A) Conduct of entrance examination against fee is fully exempt
Services provided by an educational institution relating to the conduct of entrance examinations against the collection of examination fees are specifically exempted from Goods and Services Tax under Notification No. 12/2017-Central Tax (Rate), ensuring that candidate admission test fees remain tax-free.

105. (B) Taxable service liable to GST at applicable rates
When a government school rents out its premises, auditorium, or sports playground for commercial, corporate, or non-educational private events, the transaction does not qualify as an exempt educational service. Renting real estate for commercial purposes constitutes a taxable supply liable to GST at applicable statutory rates.

106. (B) Yes, specified NSDC skill programs are exempt
Specified vocational training programs and skill development courses offered by training providers affiliated with the National Skill Development Corporation or State Skill Development Missions are granted specific GST exemptions under Notification No. 12/2017-Central Tax (Rate) to promote nationwide vocational education initiatives.

107. (A) Exempt from GST under statutory rules
Catering services supplied to an educational institution providing education up to higher secondary level, including government-sponsored mid-day meal schemes executed through non-profit agencies or approved contractors, are specifically exempted from Goods and Services Tax under Entry 66 of Notification No. 12/2017-Central Tax (Rate).

108. (C) No, restricted to institutions providing education up to Higher Secondary level
The statutory GST exemption for auxiliary input services, such as student transportation, mid-day catering, and housekeeping, is strictly restricted to institutions providing pre-school education up to higher secondary school level. Higher

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received. Thus, the statutory maximum ceiling allowed as a deduction is five thousand rupees.

65. (A) Both A and R are true and R is the correct explanation of A
Standard Deduction under Section 16(ia) is granted as a flat deduction without demanding expense receipts or investment proofs. It was introduced in tax law to replace former itemized claims for transport allowance and medical reimbursements, making both statements true and logically connected.

66. (C) No, Section 16(ia) applies to salary; family pension is taxed under Other Sources
Standard Deduction under Section 16(ia) is strictly applicable to income chargeable under the head Salaries. Family pension received by legal heirs is assessed under Income from Other Sources under Section 56, where separate deduction provisions under Section 57 apply rather than Section 16 deductions.

67. (A) Standard Deduction, Professional Tax, and Entertainment Allowance
Under the head Income from Salaries, Section 16 permits three specific deductions from gross salary under the Old Tax Regime: Standard Deduction under clause (ia), Entertainment Allowance for government employees under clause (ii), and Professional Tax paid under clause (iii). Other items represent exemptions or Chapter VI-A deductions.

68. (D) Rs 7,97,500
Net taxable salary under Section 16 is calculated by deducting allowable deductions from Gross Salary. Starting with gross salary of 8,50,000 rupees, deducting the Standard Deduction of 50,000 rupees and Professional Tax of 2,500 rupees yields a net taxable salary income of exactly 7,97,500 rupees under the head Salaries.

69. (B) Yes, Standard Deduction under Section 16(ia) is extended to New Tax Regime
Standard Deduction under Section 16(ia) was initially disallowed under the New Tax Regime, but statutory legislative amendments extended this benefit to employees opting for the New Tax Regime under Section 115BAC, allowing them to claim standard deduction from gross salary income.

70. (C) A statutory deduction granted by law to reduce gross taxable salary
Standard Deduction is a statutory deduction authorized directly by the Income Tax Act, 1961 under Section 16(ia). It automatically reduces gross salary income for computing taxable income without requiring administrative discretion, performance evaluations, or production of individual expense receipts by the employee.

71. (D) New Tax Regime with concessional rates and reduced deductions
Section 115BAC was introduced into the Income Tax Act, 1961 to establish a New Tax Regime. This framework features lower concessional income tax slab rates for individual taxpayers, provided they forgo most statutory exemptions and Chapter VI-A deductions available under the traditional tax system.

72. (A) I and II only
When an employee opts for the New Tax Regime under Section 115BAC, common exemptions like House Rent Allowance under Section 10(13A) and Chapter VI-A deductions under Section 80C are explicitly foregone. However, employer contribution to NPS under Section 80CCD(2) remains fully allowable under the New Tax Regime.

73. (B) Section 80CCD(2) (Employer contribution to NPS)
Under Section 115BAC, most Chapter VI-A deductions are barred under the New Tax Regime. However, Section 80CCD(2), which grants a deduction for employer contributions to the National Pension System up to prescribed salary limits, is specifically retained and remains fully allowable to employees under the New Tax Regime.

74. (B) New Tax Regime under Section 115BAC
Following recent statutory amendments to the Income Tax Act, 1961, the New Tax Regime under Section 115BAC has been designated as the default tax regime for all individual taxpayers. Taxpayers wishing to be assessed under the Old Tax Regime must explicitly exercise an option to opt out of default.

75. (A) Yes, a salaried employee without business income can switch every financial year
Salaried employees who do not have income from profits and gains of business or profession

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value at or below this statutory limit do not attract GST-TDS.

120. (A) Educational output services are exempt, so input tax credit is barred under Section 17(2)
Section 17(2) of the CGST Act, 2017 restricts Input Tax Credit claims when goods or services are used by a taxpayer exclusively for effecting exempt supplies. Because school educational services are wholly exempt from GST, schools cannot claim ITC on taxable input goods or services purchased for operations.

121. (B) Tax Deduction and Collection Account Number
The acronym TAN stands for Tax Deduction and Collection Account Number. It is a mandatory ten-character alphanumeric identification number issued under Indian tax law to individuals or entities responsible for deducting or collecting tax at source under provisions of the Income Tax Act, 1961.

122. (B) Income Tax Department
Tax Deduction and Collection Account Number is allotted by the Income Tax Department under Section 203A of the Income Tax Act, 1961. The department administers TAN applications, processing, and issuances through authorized e-governance service providers to track and audit tax deducted at source across deductors.

123. (A) Every person or DDO responsible for deducting or collecting TDS
Under Section 203A of the Income Tax Act, 1961, every person or Drawing and Disbursing Officer who is legally responsible for deducting or collecting tax at source from payments made to others must mandatorily apply for and obtain a Tax Deduction and Collection Account Number.

124. (C) Monthly salary bills, quarterly TDS returns, Form 16, and tax challans
Quoting TAN is legally mandatory under Section 203A of the Income Tax Act in all tax-related compliance documents. A Drawing and Disbursing Officer must quote TAN in monthly salary tax deductions, ITNS 281 deposit challans, quarterly TDS returns (Form 24Q/26Q), and annual Form 16 certificates issued to employees.

125. (A) Both A and R are true and R is the correct explanation of A
School Drawing and Disbursing Officers are legally required to quote TAN on all TDS returns and challans. Failure to quote TAN or quoting incorrect identification details attracts a statutory monetary penalty under Section 272BB of the Income Tax Act, confirming the assertion and providing its legal explanation.

126. (C) Rs 10,00,000
Under Section 272BB of the Income Tax Act, 1961, if a person fails to apply for TAN, or fails to quote TAN, or quotes an incorrect TAN in prescribed tax documents, returns, or challans, the assessing officer may levy a fixed penalty of ten thousand rupees.

127. (B) No, TAN is mandatory for TDS compliance
PAN and TAN serve distinct statutory functions in tax administration. PAN identifies individual tax assessees, whereas TAN is specifically assigned to tax deductors. A Drawing and Disbursing Officer cannot use the school PAN in place of TAN for deducting, depositing, or filing quarterly TDS returns under Section 203A.

128. (D) Tax Deduction Account Number (TAN)
Before processing monthly staff salaries and deducting tax at source under Section 192, a newly appointed Drawing and Disbursing Officer must ensure the school possesses a valid Tax Deduction and Collection Account Number. TAN is essential for depositing deducted tax and filing statutory quarterly TDS returns.

129. (A) 4 alphabets, 5 digits, 1 alphabet
A valid Tax Deduction and Collection Account Number follows a strict ten-character structure consisting of four alphabetic letters at the beginning, followed by five numerical digits, and ending with one alphabetic check digit (e.g., DELM12345F), enabling automated verification by income tax processing systems.

130. (C) On Form 49B through Income Tax portal
An application for the allotment of a new Tax Deduction and Collection Account Number must be submitted electronically in prescribed statutory Form 49B through the official e-filing portal of the Income Tax Department or authorized NSDL/TIN facility centers in accordance with Rule 114A provisions.

131. (A) Form 24Q
Form 24Q is the statutory return form prescribed under Rule 31A of the Income Tax Rules, 1962 for preparing and submitting quarterly statements of tax deducted at source from salary

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sections, as failure to provide a valid PAN triggers mandatory higher TDS rates of twenty percent.

87. (D) All statutory forms, returns, and tax certificates
Under Section 139A(5)(f) of the Income Tax Act, 1961, every person receiving income chargeable under salaries must quote their Permanent Account Number in all statutory documents, including tax declarations, quarterly returns, Form 16 certificates, and official correspondence with the Income Tax Department.

88. (A) 20%
Under Section 206AA of the Income Tax Act, 1961, if a payee fails to furnish a valid Permanent Account Number to the deductor, TDS must be deducted at the highest of three rates: the rate specified in the relevant Act provision, the rate in force, or twenty percent.

89. (B) By linking with Aadhaar after paying fee under Section 234H
An inoperative Permanent Account Number resulting from non-linking with Aadhaar can be reactivated and made operative again. The taxpayer must complete the online Aadhaar-PAN linking process on the income tax portal after paying the prescribed late fee specified under Section 234H of the Income Tax Act, 1961.

90. (B) Central Board of Direct Taxes (CBDT)
The Central Board of Direct Taxes, operating under the Department of Revenue within the Ministry of Finance, is the statutory authority vested with the legal administration of direct taxes in India, including the policy, processing, and allotment of Permanent Account Numbers through authorized agency portals.

91. (A) Destination-based indirect consumption tax
Goods and Services Tax, enacted under the 101st Constitutional Amendment and implemented on July 1, 2017, is a comprehensive destination-based indirect consumption tax. It is levied on the supply of goods and services at each stage of the supply chain, absorbing numerous former central and state indirect levies.

92. (C) CGST and SGST (or UTGST)
Under the dual GST framework operating in India, intra-state supplies of goods or services (where the supplier and place of supply are within the same State or Union Territory) are subject to two simultaneous tax components: Central GST collected by the Centre and State GST (or UTGST) collected by the State.

93. (D) Integrated GST (IGST)
Inter-state supplies of goods or services, occurring when the location of the supplier and the place of supply are in different States or Union Territories, are subject exclusively to Integrated Goods and Services Tax under the IGST Act, 2017. IGST is collected by the Central Government and apportioned to destination states.

94. (C) GST Council
Article 279A of the Constitution of India established the GST Council as a joint constitutional forum of the Centre and States. Chaired by the Union Finance Minister, the Council is empowered to make binding recommendations on tax rates, exemptions, threshold limits, model laws, and administrative guidelines governing GST.

95. (A) Both A and R are true and R is the correct explanation of A
GST functions as a destination-based tax system where tax revenue ultimately accrues to the jurisdiction where consumption occurs. Therefore, IGST collected by the Centre on inter-state transactions is systematically shared with the destination State where goods or services are consumed, making both statements true and logically aligned.

96. (D) 2-digit State Code, 10-digit PAN, 1 entity digit, 1 Z, and 1 checksum digit
A Goods and Services Tax Identification Number is a standardized fifteen-digit alphanumeric code. The first two digits represent the state code, followed by the entity ten-digit PAN, one entity numeric digit based on registration count, the default alphabet Z, and one final alphanumeric checksum digit.

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97. (A) Delhi SGST
Delhi is a Union Territory with its own elected Legislature and state tax administration framework. For intra-state transactions conducted within the National Capital Territory of Delhi, Delhi State Goods and Services Tax is levied alongside Central Goods and Services Tax under the Delhi SGST Act, 2017.

is credited to the Central Government account on the same day through treasury book entries processed and reported under Form 24G statements.

144. (D) Statement filed by PAO/Treasury Officers for TDS credited without challan
Form 24G is a statutory information statement filed electronically by Pay and Accounts Officers, Treasury Officers, or Accountant General offices. It details tax deducted at source and credited to the Central Government account through book entry adjustments without issuing physical ITNS 281 bank payment challans.

145. (A) 1.0% per month or part of a month
Under Section 201(1A)(i) of the Income Tax Act, 1961, if a person responsible for deducting tax at source fails to deduct tax, interest is payable at the statutory rate of one percent per month or part of a month from the date tax was deductible to the actual deduction date.

146. (C) 1.5% per month or part of a month
Under Section 201(1A)(ii) of the Income Tax Act, 1961, where tax has been deducted at source but not deposited into the government treasury within prescribed deadlines, interest is charged at the higher statutory rate of one point five percent per month or part of a month from deduction to deposit.

147. (A) A financial irregularity and non-compliance creating recovery liability
Failing to deduct tax at source on commercial service contracts awarded by a school is treated during internal or CAG audits as a serious financial irregularity and statutory non-compliance. Such audit observations create recovery liabilities, requiring the school administration to collect outstanding tax amounts and interest penalties.

148. (D) Paid by responsible officials personally, as public funds cannot cover default penalties
Financial rules strictly prohibit utilizing public funds, government office budgets, or student activity funds to pay late filing fees or default penalties levied under tax laws. Statutory default fees under Section 234E must be borne personally by the responsible officials whose negligence caused the filing delay.

149. (B) To cross-check that deducted tax is credited against the employee's PAN
During annual tax reconciliation, reviewing Form 26AS and the Annual Information Statement allows the DDO and employee to verify that all tax deducted from monthly salaries has been properly deposited and correctly credited against the employee's Permanent Account Number in central income tax records.

150. (C) Central Board of Direct Taxes (CBDT)
The Central Board of Direct Taxes is the statutory authority exercising regulatory oversight over direct tax administration in India. CBDT issues binding administrative circulars, guidelines, and instructions governing salary tax deductions, TDS compliance schedules, and employer responsibilities under the Income Tax Act, 1961.

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payments made to employees under Section 192 of the Income Tax Act, 1961.

132. (D) I, II and III
Form 24Q reports salary TDS while Form 26Q reports non-salary TDS payments. The fourth quarter return (Q4) of Form 24Q includes a mandatory Annexure II, which contains comprehensive employee-wise annual salary details, deductions, exemptions, and net tax calculations, validating statements I, II, and III.

133. (B) 31st of the month following the quarter
Under Rule 31A of the Income Tax Rules, 1962, the statutory due date for filing quarterly TDS returns for the first three quarters (ending June 30, September 30, and December 31) is the 31st day of the month immediately following the close of the respective quarter.

134. (B) 31st May
As a statutory exception to the standard one-month quarterly filing deadline, the quarterly TDS return for the fourth quarter (Q4 ending March 31) must be filed on or before May 31st of the immediately succeeding financial year, allowing deductors adequate time to prepare comprehensive annual salary details.

135. (D) Rs 200 per day of delay, capped at tax deductible amount
Under Section 234E of the Income Tax Act, 1961, delaying the filing of quarterly TDS returns attracts a mandatory late fee of two hundred rupees for every day during which the failure continues. The total late fee calculated cannot exceed the total amount of tax deductible for that return period.

136. (A) Rs 10,00,000 to Rs 1,00,000
Section 271H of the Income Tax Act, 1961 empowers the assessing officer to levy a penalty for failure to submit quarterly TDS returns within one year from the due date. The statutory penalty amount ranges between a minimum of ten thousand rupees and a maximum of one lakh rupees.

137. (B) TRACES Justification Report
The TRACES Justification Report is a comprehensive document generated by the Income Tax Department upon processing quarterly TDS returns. It highlights specific errors, defaults, short deductions, late filing fees, or interest demands arising from return processing, enabling Drawing and Disbursing Officers to rectify discrepancies.

138. (B) ITNS 281
Challan ITNS 281 is the official tax payment challan prescribed by the Income Tax Department for depositing Tax Deducted at Source and Tax Collected at Source into the Central Government account, whether made through authorized bank branches or online e-payment portals.

139. (A) 31st July
Tax deducted during May falls within the first quarter of the financial year (Q1 running from April 1 to June 30). Under Rule 31A of the Income Tax Rules, the quarterly TDS return (Form 24Q) incorporating this deduction must be filed on or before July 31st.

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140. (A) Both A and R are true and R is the correct explanation of A
Filing a correction statement on TRACES is mandatory when errors exist in original quarterly TDS returns because uncorrected errors prevent tax credits from reflecting in employee Form 26AS records. This relationship confirms the assertion and demonstrates why the reason provides a direct explanation.

141. (D) To ensure accurate deduction, deposit, and reporting of statutory taxes
The primary financial compliance duty of a school Principal acting as Drawing and Disbursing Officer regarding tax management is ensuring complete compliance with statutory tax laws. This includes accurately calculating, deducting, depositing, and reporting employee TDS and vendor taxes within mandated statutory timelines.

142. (D) I, II, III and IV
A government school administration must systematically maintain monthly TDS broadsheets, Form 12BB investment proof records, paid tax challans, quarterly TDS returns (Form 24Q/26Q), and vendor GST-TDS compliance files to satisfy mandatory financial audit verifications conducted by internal audit teams and CAG inspectors.

143. (B) TDS is transferred same day by PAO via book entry (Form 24G)
When government salary bills are drawn through Pay and Accounts Offices via Book Adjustment without cash movement, tax deducted at source

Reason (R): The POSH Act aims to ensure female representation and prevent gender bias during the inquiry of complaints filed by aggrieved women.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

8. Under Section 4(2) of the POSH Act, 2013, what is the mandatory composition requirement regarding the external member on the Internal Complaints Committee (ICC)?
(A) Must be a serving First Class Judicial Magistrate nominated by the State Legal Services Authority
(B) Must be a senior serving police officer appointed from the Special Juvenile Police Unit or Human Rights Cell
(C) Must be from an NGO committed to the cause of women or a person familiar with issues of sexual harassment
(D) Must be an official representative nominated directly by the Central Board of Secondary Education

9. What is the maximum statutory tenure prescribed under Section 4(3) of the POSH Act, 2013 for members of the Internal Complaints Committee from the date of their nomination?
(A) One year
(B) Two years
(C) Three years
(D) Five years

10. Consider the following statements regarding the powers of the Internal Complaints Committee (ICC) under Section 11(3) of the POSH Act, 2013:
I. The ICC has the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit.
II. The ICC can summon and enforce the attendance of any person and examine them on oath.
III. The ICC can order the direct arrest and detention of the respondent in judicial custody.
IV. The ICC can require the discovery and production of documents.
Which of the statements given above are correct?
(A) I and III only
(B) I, II and IV only
(C) II, III and IV only
(D) I, II, III and IV

11. Which section of the POSH Act, 2013 empowers the Internal Complaints Committee to attempt settlement of the complaint through conciliation at the request of the aggrieved woman before initiating an inquiry?
(A) Section 8
(B) Section 10
(C) Section 12
(D) Section 15

12. According to Section 10(1) of the POSH Act, 2013, what condition is explicitly attached to any conciliation settlement reached between the aggrieved woman and the respondent?
(A) The settlement must involve financial compensation payable immediately to the victim
(B) No monetary settlement shall be made as a basis of conciliation
(C) The respondent must submit a written resignation from the institution
(D) The settlement must be approved by the High Court within thirty days

13. Under Section 9(1) of the POSH Act, 2013, an aggrieved woman must submit her complaint in writing to the Internal Complaints Committee within what timeframe from the date of the incident?
(A) Within 30 days
(B) Within 60 days
(C) Within 3 months
(D) Within 6 months

14. What is the maximum extension period that the Internal Complaints Committee can grant for filing a complaint under Section 9(1) proviso of the POSH Act, 2013, if satisfied that circumstances prevented the woman from filing in time?
(A) 30 days
(B) 60 days
(C) 3 months
(D) 1 year

15. A senior female teacher at a school intends to file a POSH complaint against an administrator but is unable to do so due to severe physical incapacity resulting from an accident. Who

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80. Under Section 32 of the POCSO Act, 2012, who represents the prosecution during proceedings in the Special Court?
(A) The aggrieved child's personal advocate only
(B) The official Principal of the school where the child victim studies
(C) Special Public Prosecutor appointed by State Government
(D) The District Magistrate in person

81. Under Section 34 of the POCSO Act, 2012, if a question arises whether a person is a child or not, how does the Special Court determine the age?
(A) By asking the accused person to make an official verbal estimate
(B) Based on prescribed documentary evidence or medical age determination test
(C) By referring exclusively to physical height and body weight parameters
(D) By declaring the person an adult automatically whenever no birth certificate exists

82. Consider the following statements regarding interim relief under Section 12 of the POSH Act, 2013:
I. It is granted during the pendency of an inquiry upon written request from the aggrieved woman.
II. ICC can recommend transfer of the aggrieved woman or respondent.
III. Leave granted to the aggrieved woman under this section can be up to 3 months.
IV. Leave granted under this section is deducted from her accrued annual earned leave.
Which of the statements given above are correct?
(A) I and IV only
(B) I, II and III only
(C) II and III only
(D) I, II, III and IV

83. Under POSH Act, 2013, what action should the employer take if the respondent fails to comply with the conciliation terms agreed upon under Section 10?
(A) The ICC shall proceed with inquiry under Section 11
(B) Close the complaint file permanently with no further action taken
(C) Forward the conciliation agreement to local police for immediate arrest
(D) Impose a financial administrative penalty of Rupees Five Lakhs directly

84. Under Section 11(1) of the POSH Act, 2013, where both parties are employees, during the inquiry, both parties shall be given:
(A) No opportunity to inspect documents or evidence in order to maintain confidentiality
(B) Only oral administrative hearing without any written documentation or record
(C) An opportunity of being heard and a copy of inquiry findings to make representation
(D) Summary trial proceedings within 24 hours without option for legal representation

85. Can either party (complainant or respondent) be represented by a legal practitioner before the Internal Complaints Committee during POSH inquiry proceedings under Rule 7(6) of POSH Rules, 2013?
(A) No, no party shall be allowed legal representation before the Internal Committee
(B) Yes, legal representation by a qualified attorney is mandatory for both parties
(C) Yes, provided the legal practitioner is a Senior Advocate of the High Court or Supreme Court
(D) Yes, if formal written approval is granted by the District Officer in advance

86. What is the quorum requirement for holding a meeting/inquiry by the Internal Complaints Committee under Section 4(4) / POSH provisions?
(A) All nominated committee members must be physically present without exception
(B) Only the Presiding Officer and External Member constitute a valid legal quorum
(C) Any two nominated members regardless of the presence of the Presiding Officer
(D) Minimum three members, including Presiding Officer, shall be present

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87. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): The Principal of a school must ensure that background checks and police verification of all contractual non-teaching staff (e.g., sanitation workers, security guards) are completed upon recruitment.
Reason (R): Creating a safe environment and preventing POCSO/POSH offences is an essential administrative duty of the head of institution.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A

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23. A complainant fails to substantiate her allegations of sexual harassment during the ICC inquiry due to lack of adequate documentary evidence. Does this inability to substantiate the complaint automatically attract penalty for false complaint under Section 14 of POSH Act?
(A) Yes, failure to prove an allegation during inquiry automatically constitutes a false and malicious complaint
(B) No, mere inability to substantiate a complaint shall not attract action against the complainant
(C) Yes, the complainant must pay financial costs to the respondent equal to six months of basic salary
(D) No, but the complainant must be suspended from government service immediately for official misconduct

24. Under Section 16 of the POSH Act, 2013, which of the following details are strictly prohibited from being published, communicated, or made known to the public, press, and media?
I. Contents of the complaint
II. Identity and address of the aggrieved woman, respondent, and witnesses
III. Any information relating to conciliation and inquiry proceedings
IV. Any order passed by the employer under the POSH Act
Which of the above statement(s) is/are correct?
(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

25. Under Section 17 of the POSH Act, 2013, what penalty is prescribed for a person who discloses confidential information in violation of Section 16?
(A) Mandatory criminal imprisonment for a minimum term of two years without bail
(B) Complete statutory exemption from administrative penalty if the disclosure was done in good faith
(C) Direct initiation of contempt proceedings in the Supreme Court of India by the District Officer
(D) Penalty in accordance with applicable service rules or a fine as prescribed

26. Under Rule 12 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, what fine is prescribed if a person breaches confidentiality under Section 16 of the Act?
(A) Rupees 1,000
(B) Rupees 5,000
(C) Rupees 25,000
(D) Rupees 1,00,000

27. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): Employers are legally required under Section 19 of the POSH Act, 2013 to display conspicuous notices at workplaces detailing the penal consequences of sexual harassment and the order constituting the ICC.
Reason (R): Public display of ICC details and legal consequences serves as an institutional mechanism for prevention and awareness regarding workplace sexual safety.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

28. Under Section 19 of the POSH Act, 2013, which of the following is explicitly listed as a duty of the employer?
(A) To provide a safe working environment at the workplace
(B) To organize workshops and awareness programs at regular intervals for sensitizing employees
(C) To assist in securing the attendance of respondent and witnesses before the Internal Committee
(D) All of the above

29. Under Section 19(g) of the POSH Act, 2013, if an aggrieved woman desires to file a police complaint under the Indian Penal Code or any other law, what is the statutory obligation of the employer?
(A) The employer must assist the woman in filing an FIR or complaint with the police
(B) The employer must refuse official support to protect the institutional reputation of the establishment
(C) The employer must wait for the formal completion of the ICC inquiry before allowing police intervention

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among the following can file the complaint on her behalf under POSH Rules, 2013?
(A) Only a designated senior administrative officer from the Directorate of Education
(B) Any active member of the local Parent-Teacher Association acting without her knowledge
(C) The Local Complaints Committee acting ex-officio without requiring any formal authorization
(D) Her relative, friend, co-worker, or NCW officer, with her written consent

16. What is the maximum time period prescribed under Section 11(4) of the POSH Act, 2013 for the completion of an inquiry by the Internal Complaints Committee?
(A) 30 days
(B) 45 days
(C) 60 days
(D) 90 days

17. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): Principles of natural justice must be strictly followed by the Internal Complaints Committee during inquiry proceedings against a respondent under the POSH Act, 2013.
Reason (R): Findings of the Internal Complaints Committee can lead to service penalties, disciplinary action, or termination of employment by the employer.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

18. Under Section 12(1) of the POSH Act, 2013, during the pendency of an inquiry, which of the following interim reliefs can the Internal Complaints Committee recommend to the employer upon a written request from the aggrieved woman?
I. Transfer the aggrieved woman or the respondent to any other workplace
II. Grant leave to the aggrieved woman up to a period of three months
III. Restrain the respondent from reporting on the work performance of the aggrieved woman
IV. Deduct fifty percent salary of the respondent immediately prior to conclusion of inquiry
Which of the above statement(s) is/are correct?
(A) I and IV only
(B) I, II and III only
(C) II and III only
(D) I, II, III and IV

19. Is the special leave granted to an aggrieved woman under Section 12(1)(b) of the POSH Act, 2013 deducted from her regular leave account?
(A) No, this leave is in addition to the leave she is otherwise entitled to
(B) Yes, it is systematically deducted from her earned leave first and then casual leave
(C) Yes, it is mandatorily treated as unpaid extraordinary leave without allowance
(D) No, but the entire period is treated as extraordinary leave without service benefits

MCQGPT

20. Under Section 13(1) of the POSH Act, 2013, within how many days from the completion of the inquiry must the Internal Complaints Committee provide its inquiry report to the employer?
(A) 7 days
(B) 10 days
(C) 15 days
(D) 30 days

21. Upon receiving the recommendations of the Internal Complaints Committee under Section 13(3) of the POSH Act, 2013, within what timeframe must the employer act upon those recommendations?
(A) Within 30 days
(B) Within 45 days
(C) Within 60 days
(D) Within 90 days

22. Under Section 14(1) of the POSH Act, 2013, if the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman has made the complaint knowing it to be false, what action can be taken?
(A) The ICC can directly sentence the complainant to simple imprisonment for a term of six months
(B) No disciplinary or legal action can ever be taken against an aggrieved woman under any circumstances
(C) The complainant is permanently barred from filing any legal suit in civil courts for ten years
(D) Action may be recommended in accordance with applicable service rules or prescribed

38. Under Section 2(1)(d) of the POCSO Act, 2012, how is a "child" legally defined?
(A) Any person below the age of fourteen years
(B) Any person below the age of sixteen years
(C) Any person below the age of eighteen years
(D) Any person below the age of twenty-one years

39. Which of the following is a primary objective underlying the enactment of the POCSO Act, 2012?
(A) To establish juvenile custodial reform homes for delinquent minors involved in cybercrimes and minor property offences
(B) To protect children from sexual assault, harassment, and pornography while safeguarding the child's best interests
(C) To regulate mandatory school admission processes and statutory fee structures across public government schools
(D) To regulate legal child adoption procedures and guardianship declarations under civil family court jurisdiction

40. Under Section 3 of the POCSO Act, 2012, penetrative sexual assault is defined. Which section of the POCSO Act prescribes the punishment for penetrative sexual assault?
(A) Section 6
(B) Section 8
(C) Section 4
(D) Section 10

41. Under Section 5(f) of the POCSO Act, 2012, when a person committing penetrative sexual assault is on the staff or management of an educational institution where the child is studying, the offence is classified as:
(A) Simple sexual harassment
(B) Domestic child abuse
(C) Non-cognizable administrative misconduct
(D) Aggravated penetrative sexual assault

42. Section 7 of the POCSO Act, 2012 defines which of the following offences?
(A) Sexual assault
(B) Sexual harassment of a child
(C) Child pornography
(D) Abetment of sexual offence

43. Under Section 11 of the POCSO Act, 2012, which of the following acts, committed with sexual intent, constitutes "sexual harassment" of a child?
I. Uttering any word, making any sound or gesture, or exhibiting any object or body part to a child
II. Exposing any part of the body to a child
III. Repeatedly following or stalking a child
IV. Demanding submission of routine academic homework assignments
Which of the above statement(s) is/are correct?
(A) I and IV only
(B) I, II and III only
(C) II and III only
(D) I, II, III and IV

MCQGPT

44. Under Section 12 of the POCSO Act, 2012, what maximum punishment is prescribed for committing sexual harassment of a child?
(A) Imprisonment for 1 year and fine
(B) Imprisonment for 3 years and fine
(C) Imprisonment for 5 years and fine
(D) Imprisonment for 7 years and fine

45. Which section of the POCSO Act, 2012 specifically prohibits the storage or possession of pornographic material involving a child, as amended in 2019?
(A) Section 15
(B) Section 11
(C) Section 13
(D) Section 18

46. Under Section 19(1) of the POCSO Act, 2012, what is the statutory duty of any person (including a school teacher, counselor, or Principal) who has apprehension or knowledge that an offence under the Act has been committed?
(A) To conduct an internal formal inquiry committee before informing any external regulatory agencies
(B) To inform the parent-teacher association executive body and seek organizational consensus first
(C) To report such information to the Special Juvenile Police Unit or local police immediately
(D) To file a formal civil writ petition in the High Court within thirty days of obtaining knowledge

47. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): Reporting of offences under Section 19 of the POCSO Act, 2012 is strictly mandatory for all school personnel.
Reason (R): Failure to report a POCSO offence

64. If a child makes a false complaint or provides false information under the POCSO Act, 2012, what punishment is prescribed for the child under Section 22(2)?
(A) Imprisonment up to six months in juvenile home
(B) Fine of Rupees Ten Thousand
(C) No punishment shall be imposed on a child for making a false complaint
(D) Expulsion from all recognized educational institutions for two years

65. Under Section 40 of the POCSO Act, 2012, who may assist the child or family during the legal proceedings before the Special Court?
(A) Only a defense advocate officially nominated by the accused person
(B) Legal counsel of choice or assistance from State Legal Services Authority
(C) An officer holding the rank of Deputy Commissioner of Police or above
(D) Any elected public representative or member of the local Municipal Corporation

66. Under Section 39 of the POCSO Act, 2012, guidelines for child-friendly assistance during police investigation include which of the following?
(A) Assistance of a translator or interpreter if the child speaks a different language
(B) Assistance of a special educator or expert if the child has mental or physical disability
(C) Ensuring the child is not subjected to direct contact with the accused
(D) All of the above

67. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): In a school, the Principal is legally bound to report any suspected POCSO offence involving a student to the police, regardless of whether the alleged incident occurred inside or outside the school campus.
Reason (R): Section 19 of the POCSO Act mandates reporting based on knowledge or apprehension of an offence, without limiting the reporting obligation to geographical location of the crime.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

68. Under POSH Act, 2013, can an Internal Complaints Committee recommend the termination of employment of a respondent found guilty of sexual harassment?
(A) No, the ICC is strictly limited to issuing verbal administrative warnings
(B) No, termination recommendations can only be issued by the High Court
(C) Yes, action for misconduct as per service rules, including termination
(D) Yes, but only provided that the respondent agrees in writing to be terminated

69. Which of the following bodies is empowered under Section 6 of the POSH Act, 2013 to receive and inquire into complaints of sexual harassment from establishments where an Internal Complaints Committee has not been constituted due to having fewer than ten workers?
(A) Local Complaints Committee (LCC)
(B) Central Vigilance Commission
(C) National Human Rights Commission
(D) State Administrative Tribunal

70. Who appoints the District Officer referred to under Section 5 of the POSH Act, 2013 for exercising powers under the Act at district level?
(A) The Central Government through the Ministry of Women and Child Development
(B) The University Grants Commission in consultation with the Department of Higher Education
(C) The Bar Council of India operating through state legal service authorities
(D) The State Government (designating District Magistrate or Collector)

71. Under Section 18(1) of the POSH Act, 2013, any person aggrieved by the recommendations of the ICC or non-implementation of recommendations may prefer an appeal to the court or tribunal within what time limit?
(A) Within 30 days
(B) Within 60 days
(C) Within 90 days
(D) Within 180 days

72. A student aged 17 years is subjected to unwelcome sexual comments by a sports coach in a school. Which legislation applies concurrently to this situation?
(A) Only POSH Act 2013 applies as the incident occurred within school premises
(B) Only Industrial Disputes Act 1947 applies

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examination

56. What timeline is prescribed under Section 33(7) of the POCSO Act, 2012 for the Special Court to complete the trial of an offence under the Act, as far as possible?
(A) Within 30 days from filing of complaint
(B) Within 6 months from filing of FIR
(C) Within 1 year from the date of taking cognizance of the offence
(D) Within 3 years from the date of incident

57. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): Under Section 29 of the POCSO Act, 2012, the Special Court shall presume that the accused has committed the offence once certain foundational facts are proved by the prosecution.
Reason (R): The POCSO Act shifts the burden of proof onto the accused in specified offences to ensure stringent protection for child victims.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

58. Under Section 30 of the POCSO Act, 2012, what statutory presumption is made regarding the mental state of the accused?
(A) Presumption of culpable mental state for offences requiring intent or knowledge
(B) Presumption of innocence until proven guilty beyond reasonable doubt without any statutory exception
(C) Presumption of mental unsoundness or incapacity of the accused at the time of crime
(D) Presumption that the alleged act was committed under corporate coercion or institutional duress

59. A student confides in her class teacher that a non-teaching staff member touched her inappropriately in the school library. The teacher informs the Principal. What should be the immediate course of action for the Principal under POCSO Act?
(A) Conduct a school-level disciplinary committee inquiry and wait for 30 days before taking further action
(B) Report the matter immediately to the Special Juvenile Police Unit (SJPU) or local police without delay
(C) Advise the parents to resolve the matter mutually with the non-teaching staff member
(D) Issue a written warning to the staff member and transfer him to another branch without reporting to police

60. What is "POCSO e-Box", developed by the National Commission for Protection of Child Rights (NCPCR)?
(A) An online digital locker for storing confidential school examination papers
(B) An online facility for direct reporting of sexual offences against children
(C) A software platform for filing employee POSH complaints in private corporate offices
(D) A digital library portal for downloading central educational schemes

61. What is the national emergency child helpline telephone number maintained across India for child protection services, including POCSO reporting?
(A) 100
(B) 101
(C) 1098
(D) 1122

62. Under the Protection of Children from Sexual Offences Rules, 2020, what requirement is cast upon educational institutions regarding child safety awareness?
(A) Display helpline numbers and child protection policies conspicuously in the school premises
(B) Conduct periodic orientation programs for school staff, students, and parents on child rights and protection
(C) Ensure background verification of all staff hired in the school
(D) All of the above

63. Under Section 22(1) of the POCSO Act, 2012, if a person gives false information or files a false complaint against any person under POCSO with malicious intent, what punishment applies to an adult offender?
(A) Mandatory life imprisonment in central jail
(B) Simple warning by the police officer
(C) Imprisonment for 7 years without option of fine
(D) Imprisonment up to 1 year, or fine, or both

MCQGPT

by a person in charge of an institution attracts criminal penalty under Section 21 of the Act.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

48. Under Section 21(1) of the POCSO Act, 2012, what is the punishment prescribed for any person who fails to report an offence under Section 19(1)?
(A) Imprisonment for three years without fine
(B) Suspension from official duties for fifteen days
(C) Imprisonment up to six months, or fine, or both
(D) Simple fine of Rupees One Hundred only

49. Under Section 21(2) of the POCSO Act, 2012, if the head or person in charge of an institution (such as a Principal) fails to report an offence under Section 19(1), what enhanced punishment is prescribed?
(A) Imprisonment which may extend to six months and no fine
(B) Imprisonment which may extend to one year and fine
(C) Imprisonment which may extend to five years
(D) Immediate dismissal without trial

50. Consider the following provisions of Section 23 of the POCSO Act, 2012 regarding media and non-disclosure of child identity:
I. No report in any media shall disclose the identity of any child including name, address, photograph, or school.
II. Disclosure of child identity can be allowed by the Special Court if it is in the best interest of the child, recorded in writing.
III. Media can freely publish the child's real name if parent written consent is obtained without court approval.
IV. Any person violating Section 23 shall be punished with imprisonment for a term between six months and two years.
Which of the statements given above are correct?
(A) I and III only
(B) I, II and IV only
(C) II and III only
(D) I, II, III and IV

51. Under Section 24(1) of the POCSO Act, 2012, where should the statement of the child involved in a sexual offence preferably be recorded by the police officer?
(A) At the child's residence or a place of choice
(B) Inside the local police station detention or lockup room
(C) In the open courtroom of the High Court Judge
(D) At the district administrative treasury office

52. Under Section 24(2) of the POCSO Act, 2012, who among the following officers must record the statement of the child?
(A) A male sub-inspector wearing full official police uniform
(B) Any serving paramilitary armed forces personnel
(C) A female police officer not in uniform
(D) The District Magistrate in formal executive attire

53. Under Section 24(3) of the POCSO Act, 2012, can a child accused or victim of a POCSO offence be detained at a police station overnight for any reason?
(A) No child shall be detained at a police station at night
(B) Yes, if formal approval is granted by the local Station House Officer
(C) Yes, provided prior written permission is issued by the school Principal
(D) Yes, up to a maximum period of 48 hours without needing a court order

54. Section 28 of the POCSO Act, 2012 provides for the designation of which specialized judicial body to try offences under the Act?
(A) Central Administrative Tribunal
(B) Labour Relations Tribunal
(C) Consumer Disputes Redressal Forum
(D) Special Court (Court of Session)

55. Under Section 33(5) of the POCSO Act, 2012, how is the cross-examination of a child witness conducted in a Special Court?
(A) The defense advocate directly interrogates the child face-to-face in open court
(B) The child is not called repeatedly, and questions are put through the Judge
(C) The child is cross-examined in open court in the full presence of general public media
(D) The child's statement is recorded exclusively via written affidavits without cross-

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regarding sports staff employment
(C) Both POSH Act 2013 and POCSO Act 2012 apply concurrently
(D) Only Civil Procedure Code 1908 applies for civil tort compensation claims

73. When an offence involves a minor student under 18 years in a school, why does the POCSO Act take precedence in reporting procedures over internal POSH administrative inquiries?
(A) Because POSH Act statutory provisions do not apply to state government educational institutions
(B) Because POCSO Act implementation is managed directly by the Ministry of External Affairs
(C) Because POSH Act legal remedies apply strictly to adult male employees and complainants
(D) Because POCSO contains overriding clauses and mandatory police reporting under Section 19

74. Under POSH Act, 2013, what constitutes "workplace" in the context of a school field trip or educational excursion organized by a school?
(A) Covered under Section 2(o)(v) as any place visited arising out of or during employment
(B) Excursions are strictly excluded under POSH Act as they occur outside physical school grounds
(C) Excursions are covered under POSH Act only if conducted within municipal boundaries
(D) Excursions are covered under POSH Act only if approved by the Ministry of Home Affairs

75. Consider the following statements regarding the composition of ICC under Section 4 of the POSH Act, 2013:
I. Presiding Officer must be a senior level female employee.
II. At least two members from employees committed to cause of women or having legal knowledge.
III. One member from NGO or association committed to cause of women or familiar with sexual harassment issues.
IV. At least 50 percent of total members nominated shall be women.
Which of the statements given above are correct?
(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

76. Under Section 42 of the POCSO Act, 2012, how does the Act interact with other existing laws dealing with similar offences?
(A) POCSO Act repeals all related criminal sections of the Indian Penal Code completely
(B) POCSO provisions are in addition to other laws, but override in case of conflict
(C) POCSO Act applies exclusively if no other state penal or municipal law exists
(D) POCSO Act is legally subservient to local municipal council administrative bylaws

77. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): Medical examination of a child victim under Section 27 of the POCSO Act must be conducted in the presence of the parent or a trusted person of the child.
Reason (R): The POCSO Act emphasizes child-friendly environments and minimizing psychological trauma during investigative procedure.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

MCQGPT

78. Under Section 27(2) of the POCSO Act, 2012, if the victim child is a girl, by whom must the medical examination be conducted?
(A) By any available medical officer regardless of gender
(B) By a panel of three judicial magistrates
(C) Strictly by a female doctor
(D) By the school nurse in the presence of police

79. In a school, an allegation of aggravated sexual assault is raised against a guest teacher. The Principal immediately suspends the guest teacher and reports to SJPU. What statutory reporting duty under Section 19 of POCSO Act has been fulfilled?
(A) Filing a writ petition in the Supreme Court
(B) Submitting a formal administrative report to the Pay and Accounts Officer
(C) Initiating a civil recovery suit for damages
(D) Reporting to the Special Juvenile Police Unit / Local Police

(D) The employer must refer the complaint to the High Court for obtaining prior administrative permission

30. Under Section 21(1) of the POSH Act, 2013, to whom must the Internal Complaints Committee submit its Annual Report in each calendar year?
(A) To the Central Vigilance Commission office
(B) To the Chief Justice of the State High Court
(C) To the Employer and District Officer
(D) To the Pay and Accounts Office of the state

31. Under Section 22 of the POSH Act, 2013, the employer shall include in its annual report, or where no such report is required to be prepared, prepare a statement containing which details?
(A) The detailed residential addresses and personal phone numbers of all complainants
(B) The individual financial assets of all nominated members of the Internal Committee
(C) The official performance appraisal marks of all female staff members in the establishment
(D) The number of cases filed, disposed of, and pending under POSH

32. What maximum monetary fine is prescribed under Section 26(1) of the POSH Act, 2013 for an employer who fails to constitute an Internal Committee or fails to act on recommendations?
(A) Up to Rupees 10,000
(B) Up to Rupees 25,000
(C) Up to Rupees 50,000
(D) Up to Rupees 1,00,000

33. If an employer repeats an offence under Section 26 of the POSH Act, 2013 after having been previously convicted for the same offence, what enhanced penalty can be imposed under Section 26(2)?
(A) Imprisonment for a mandatory term of seven years without bail under non-bailable warrant
(B) Twice the first offence punishment, or cancellation of license or registration
(C) Permanent attachment of all commercial bank accounts of the institution by the District Magistrate
(D) A fixed statutory fine of Rupees Ten Lakhs only payable directly to the State Treasury

34. A female contractual laboratory assistant in a school files a complaint of sexual harassment against a permanent Vice-Principal. The Vice-Principal claims that contract workers are not covered under POSH Act. Is this claim valid under Section 2(a) of the POSH Act, 2013?
(A) Yes, because POSH Act applies exclusively to permanent government employees holding regular sanctioned posts
(B) Yes, because contractual staff are governed strictly by specific labor contract conditions rather than POSH provisions
(C) No, but contract workers must obtain formal written permission from the District Collector before filing a complaint
(D) No, as aggrieved woman includes any woman employed on a regular, temporary, ad-hoc, or daily wage basis

35. In a school, a female teacher alleges sexual harassment by the Principal himself. Since the Principal is the employer at the school level, how should the complaint be addressed under the POSH Act framework?
(A) The complaint must be referred to the Local Complaints Committee (LCC) constituted at district level
(B) The Vice-Principal must dismiss the Principal from service immediately without waiting for an inquiry
(C) The complainant must wait until the Principal retires from service before submitting any complaint
(D) The school ICC must investigate and issue penalty orders directly against the Principal on its own

36. What is the full expansion and year of enactment of the POCSO Act in India?
(A) Prevention of Child Abuse and Sexual Exploitation Act, 2010
(B) Prohibition of Child Exploitation and Violence Act, 2011
(C) Protection of Children from Sexual Offences Act, 2012
(D) Protection of Offended Children and Minors Act, 2014

37. On which exact date did the Protection of Children from Sexual Offences (POCSO) Act, 2012 come into force across India?
(A) 26th January 2012
(B) 15th August 2012
(C) 14th November 2012
(D) 10th December 2012

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(C) A is true but R is false
(D) A is false but R is true

88. Under Section 10 of the POCSO Act, 2012, what is the minimum punishment prescribed for committing aggravated sexual assault on a child?
(A) Imprisonment for 3 years with mandatory fine
(B) Imprisonment for 5 years and mandatory fine
(C) Imprisonment for 10 years to life, and fine
(D) Imprisonment for 1 year with simple warning

89. Under Section 6 of the POCSO Act, 2012 (as amended in 2019), what minimum punishment is prescribed for aggravated penetrative sexual assault?
(A) Imprisonment for 7 years with mandatory statutory fine
(B) Imprisonment for not less than 20 years extending to life or death, and fine
(C) Imprisonment for 5 years with simple administrative fine
(D) Community service and mandatory probation for a minimum period of six months

90. Which section of the POCSO Act, 2012 makes abetment of an offence punishable with the same punishment as provided for that offence?
(A) Section 17
(B) Section 16
(C) Section 18
(D) Section 20

91. Under Section 18 of the POCSO Act, 2012, an attempt to commit an offence under the Act is punishable with:
(A) Half of the longest term of imprisonment for that offence
(B) Full maximum punishment provided for the completed offence in all cases
(C) Simple administrative warning issued by the Special Court
(D) Mandatory community service for a period of one year

92. Consider the following responsibilities of a School Principal under the POCSO Act, 2012:
I. Formulating child protection policy in accordance with government guidelines.
II. Ensuring functional CCTV cameras in vulnerable areas of the school campus.
III. Reporting any disclosure of child sexual abuse immediately to police under Section 19.
IV. Displaying Childline helpline number (1098) at prominent locations in school.
Which of the above are mandatory administrative responsibilities?
(A) I and III only
(B) II and IV only
(C) I, II and III only
(D) I, II, III and IV

93. A teacher in a school observes suspicious behavioral changes and physical injuries on a Class 6 student. Upon gentle probing by the school counselor, the child reveals sexual abuse by a relative at home. The teacher asks the Principal if they should report it, since it happened outside school. What should the Principal decide?
(A) Report immediately to SJPU or local police under Section 19 of POCSO Act
(B) Refuse to report because the school has no legal jurisdiction over private home matters
(C) Call the relative to school and demand a formal explanation before deciding on reporting
(D) Advise the child and family to wait until turning 18 before filing any formal complaint

MCQGPT

94. Under Section 26 of the POCSO Act, 2012, who can be present during the recording of the statement of the child by the magistrate/police?
(A) Media representatives and press journalists with video cameras
(B) The accused person and his appointed defense legal counsel
(C) Parents or a trusted person in whom the child has confidence
(D) General public spectators and court visitors

95. Under Section 33(2) of the POCSO Act, 2012, the Special Public Prosecutor or the Court shall ensure that:
(A) The child is forced to confront the accused face-to-face in open court during testimony
(B) The child is examined exclusively during night hours to avoid public disruption in court
(C) The accused is allowed to cross-examine the child directly without court intervention
(D) The child is not exposed to the accused, using single visibility mirrors or curtains

96. Under Section 35(1) of the POCSO Act, 2012, within what timeframe should the evidence of

child during investigation and trial
(D) To manage all commercial financial assets, bank accounts, and property of the family

113. Under POCSO Rules, 2020, who can be designated or appointed as a "Support Person" for a child victim?
(A) An immediate relative or family member of the accused person
(B) CWC official, NGO worker, or person qualified in child psychology or social work
(C) The primary investigating police officer of the concerned police station
(D) Any commercial legal advocate hired directly by the local municipal corporation office

114. Under Section 19(2) of the POCSO Act, 2012, when a police station receives information regarding a child sexual offence, to whom must the information be forwarded within 24 hours?
(A) To the Ministry of Defense
(B) To the Pay and Accounts Office
(C) To the executive board of the Central Board of Secondary Education
(D) To the Child Welfare Committee and Special Court

115. Under Section 19(6) of the POCSO Act, 2012, who must ensure that the child in respect of whom an offence has been committed is provided emergency medical care?
(A) Special Juvenile Police Unit or local police
(B) The executive committee of the local parent-teacher association
(C) The state electricity board
(D) The high court registrar

116. Under POCSO Act, 2012, which section mandates that no child shall be subjected to medical examination without the consent of the child's parent or guardian or CWC?
(A) Section 12
(B) Section 19
(C) Section 27(3)
(D) Section 35

117. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): An employee under suspension facing inquiry under CCS (CCA) Rules for a POSH allegation cannot claim immunity from attending ICC hearings.
Reason (R): POSH Act inquiry is a statutory requirement independent of departmental administrative suspension status.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

118. Under POSH Act, 2013, Section 28, the provisions of the Act shall be:
(A) Legally inferior to the statutory provisions of trade union laws
(B) Applicable only if formally approved by the local municipal councillor
(C) Automatically suspended during state emergency declarations
(D) In addition to and not in derogation of any other law in force

119. What is the statutory requirement under POSH Act, 2013 regarding the language of the complaint and proceedings?
(A) Must strictly be drafted and submitted in English language only
(B) In writing in English, Hindi, or local official language
(C) Must strictly be written and submitted in Hindi language only
(D) Must be submitted using formal Latin legal terminology

120. Under POCSO Act, 2012, Section 14, what is the punishment for using a child for pornographic purposes?
(A) Imprisonment for not less than 5 years and fine
(B) Imprisonment for 6 months with simple fine
(C) Simple administrative fine of Rupees One Thousand
(D) Mandatory community service for one week

121. Under POCSO Act, 2012, Section 15(1), what is the penalty for storing or possessing pornographic material involving a child and failing to delete/destroy/report it?
(A) A fixed administrative fine of Rupees 5,000 for first offence
(B) Imprisonment up to 3 years, or fine, or both
(C) Suspension of driving license
(D) Warning by school Principal

122. In a school, an anonymous written note alleging child sexual abuse against a staff member is

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105. Under POCSO Act, 2012, Section 33(8), what power does the Special Court have regarding compensation to the child victim?
(A) Special Court cannot award compensation; only a civil court can award compensation
(B) Compensation can only be paid if the convicted offender is a government servant
(C) Compensation is strictly capped at a maximum of Rupees Five Thousand only
(D) Direct payment of interim or final compensation for physical or mental trauma

106. In educational institutions, which statutory authority monitors the implementation of child rights and POCSO Act compliance at the state level?
(A) State Commission for Protection of Child Rights
(B) State Transport Corporation Enforcement Division
(C) Central Electricity Regulatory Commission
(D) Urban Shelter Improvement Board

107. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): A school principal who attempts to cover up a POCSO allegation to protect the school's public reputation commits an independent criminal offence under the POCSO Act.
Reason (R): Section 21(2) of the POCSO Act specifically penalizes the head or person in charge of an institution who fails to report an offence under Section 19.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

108. Under POSH Act, 2013, which section mandates that every employer shall monitor the timely submission of reports by the Internal Committee?
(A) Section 4
(B) Section 23
(C) Section 19
(D) Section 28

109. Under POSH Act, 2013, can an aggrieved woman file a complaint if the alleged incident of sexual harassment occurred during an official outstation educational conference?
(A) Yes, workplace includes any place visited arising out of or during employment
(B) No, POSH Act applies strictly within the physical premises of the main school building
(C) Yes, but only if the conference was hosted directly by Ministry of Women and Child Development
(D) No, outstation official incidents fall exclusively under the jurisdiction of international law

110. Consider the following statements regarding the powers and duties of the Presiding Officer of an ICC under POSH Act, 2013:
I. Presiding Officer must be a female employee at a senior level.
II. Presiding Officer conducts inquiry along with ICC members following principles of natural justice.
III. Presiding Officer can unilaterally pass criminal conviction orders without ICC concurrence.
IV. Presiding Officer signs the final inquiry report submitted to the employer.
Which of the statements given above are correct?
(A) I and III only
(B) I, II and IV only
(C) II and III only
(D) I, II, III and IV

111. In a government school, a female computer instructor appointed through a third-party staffing agency experiences sexual harassment from a regular senior teacher. Can she approach the school's ICC under POSH Act, 2013?
(A) No, outsourced contract staff must report allegations only to their parent staffing agency
(B) No, outsourced staff are not recognized as aggrieved employees under Indian labor jurisprudence
(C) Yes, but only after formally resigning from her contractual position with the staffing agency
(D) Yes, because she was working at the school premises at the time of the incident

112. Under POCSO Act, 2012, what is the role of a "Support Person" assigned to a child victim under POCSO Rules, 2020?
(A) To officially represent the police prosecution team during trial cross-examination
(B) To act as an official defense witness testifying on behalf of the accused person
(C) To provide support and guidance to the

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the child be recorded by the Special Court after taking cognizance of the offence?
(A) Within 30 days
(B) Within 60 days
(C) Within 90 days
(D) Within 180 days

97. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): In trial proceedings under POCSO Act, 2012, frequent adjournments are strictly prohibited.
Reason (R): Speedy trial is essential to protect child victims from prolonged mental trauma and harassment.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

98. Under POSH Act, 2013, Section 21, what must the District Officer do with the annual reports received from Internal Complaints Committees?
(A) Publish them in national newspapers
(B) Destroy them after six months
(C) Send them to the Ministry of External Affairs
(D) Forward a brief report to the State Government

99. Under Rule 8 of the POSH Rules, 2013, what relief can the Internal Committee recommend during inquiry regarding performance appraisal of the aggrieved woman?
(A) Restrain the respondent from writing her confidential performance appraisal report
(B) Automatically grant 100% maximum performance appraisal marks to the aggrieved woman
(C) Demote the aggrieved woman to a lower administrative cadre pending inquiry
(D) Cancel all annual performance appraisals across the entire department for that year

100. Under POSH Act, 2013, when an inquiry report concludes that allegations are proved, what action can ICC recommend under Section 13(3)(i)?
(A) Action for sexual harassment as a misconduct in accordance with applicable service rules
(B) Compensation amount to be deducted from the salary or wages of the respondent
(C) Both (A) and (B)
(D) Neither (A) nor (B)

101. Under Section 15 of the POSH Act, 2013, for determining the compensation to be paid to the aggrieved woman, which of the following factors shall the ICC take into account?
I. Mental trauma, pain, suffering and emotional distress caused to aggrieved woman.
II. Loss in career opportunity due to the incident of sexual harassment.
III. Medical expenses incurred by the victim for physical or psychiatric treatment.
IV. Financial status of the respondent.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

102. If the respondent fails to pay the compensation amount recommended under Section 13(3)(ii) of POSH Act, 2013, how can the ICC or employer recover it?
(A) By issuing a civil arrest warrant through the District Magistrate
(B) By seizing the personal motor vehicle of the respondent without court order
(C) Compensation cannot be recovered under POSH Act if the respondent refuses to pay
(D) Forward the order for recovery as an arrear of land revenue to the Collector

103. Under POSH Act, 2013, if the ICC terminates inquiry proceedings or passes an ex-parte decision due to non-attendance, how many consecutive hearings must the party fail to attend without sufficient cause after written notice?
(A) 2 consecutive hearings
(B) 3 consecutive hearings
(C) 5 consecutive hearings
(D) 7 consecutive hearings

104. Under POSH Act, 2013, before passing an ex-parte order or terminating inquiry proceedings, how many days advance written notice must be given by the ICC to the party concerned?
(A) 7 days
(B) 15 days
(C) 21 days
(D) 30 days

MCQGPT

found in the student feedback box. What is the statutory duty of the Principal?
(A) Inform the police / SJPU immediately for investigation under POCSO Act
(B) Ignore anonymous notes completely as they lack formal legal verification
(C) Burn the note to maintain school decorum
(D) Demand that the student reveal identity before taking any step

123. Consider the following statements regarding the role of Child Welfare Committee (CWC) under POCSO Act, 2012:
I. CWC provides care, protection, rehabilitation, and interim shelter for the child victim.
II. CWC ensures the child's safety and psychological support during police investigation.
III. CWC has the power to pass criminal life imprisonment sentences against accused adults.
IV. CWC receives report within 24 hours from police under Section 19(2).
Which of the statements given above are correct?
(A) I and III only
(B) I, II and IV only
(C) II and III only
(D) I, II, III and IV

124. Under POSH Act, 2013, can an employer penalize a witness who provides false evidence during an ICC inquiry?
(A) No, witnesses enjoy absolute legal immunity regardless of any intentional falsehoods
(B) Yes, action can be taken against a false witness in accordance with service rules
(C) Yes, but action can be taken only if prior approval is granted by the High Court
(D) No, witnesses providing false evidence can only be verbally cautioned by employer

125. Under POSH Act, 2013, Section 4(5), a member of the Internal Committee may be removed from office by the employer if the member:
(A) Discloses confidential matter under Section 16
(B) Has been convicted of an offence or an inquiry into an offence is pending
(C) Has abused their position so as to render continuance in office prejudicial to public interest
(D) All of the above

126. Under Section 9(2) of the POSH Act, 2013, where the aggrieved woman is unable to make a complaint on account of her mental incapacity, who can file the complaint?
(A) Any unrelated stranger residing in another state
(B) The respondent himself
(C) Her relative, friend, psychiatrist, or special educator
(D) Nobody can legally file a complaint for a mentally incapacitated woman

127. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): Schools must maintain child protection safety committees and conduct periodic background verification of all staff to prevent POCSO violations.
Reason (R): Regulatory directives issued by educational authorities mandate strict adherence to child safety protocols in educational institutions.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

128. Under POCSO Act, 2012, Section 38, what provision is made for recording the statement of a child with disability?
(A) The statement is exempted completely from mandatory video recording
(B) The trial must be transferred to an outstation tribunal
(C) Assistance of an interpreter or special educator shall be taken
(D) The child must be forced to write in English script

129. Under Section 36(1) of the POCSO Act, 2012, can the child victim be forced to see the accused during statement recording or trial?
(A) Yes, face-to-face confrontation with the accused is legally compulsory in court
(B) No, the Special Court shall ensure the child is not exposed to the accused
(C) Yes, provided a formal written request is submitted by the defense lawyer
(D) Yes, provided permission is requested by accredited news media reporters

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9. (C) Three years
Section 4(3) prescribes that the Presiding Officer and every member of the Internal Complaints Committee shall hold office for such period, not exceeding three years, from the date of their nomination as specified by the employer. This maximum tenure ensures periodic rotation, fresh perspective, and sustained institutional efficiency in handling workplace sexual harassment inquiries.

10. (B) I, II and IV only
Section 11(3) vests the Internal Complaints Committee with civil court powers under the Code of Civil Procedure, 1908. These powers include summoning and enforcing attendance, examining persons under oath, and requiring discovery and production of documents. However, the committee lacks judicial authority to order direct criminal arrest or detention of respondents in custody.

11. (B) Section 10
Section 10 empowers the Internal Complaints Committee to attempt settlement of the complaint through conciliation at the written request of the aggrieved woman before initiating an inquiry under Section 11. Conciliation provides an informal resolution channel, but can only be initiated upon the explicit request of the victim without any coercive pressure.

12. (B) No monetary settlement shall be made as a basis of conciliation
Section 10(1) explicitly provides that no monetary settlement shall be made as a basis of conciliation between the aggrieved woman and the respondent. This proviso prevents financial inducement or commercial bargaining from compromising justice, ensuring that conciliation focuses purely on behavioral conduct, workplace environment, written apologies, or mutually agreed administrative adjustments.

13. (C) Within 3 months
Section 9(1) mandates that an aggrieved woman must submit a written complaint of sexual harassment to the Internal Complaints Committee within three months from the date of the incident. In cases involving a series of incidents, the complaint must be filed within three months from the date of the last incident occurring at the workplace.

14. (C) Within 3 months
Under Section 9(1) proviso, the Internal Complaints Committee may extend the timeline for filing a complaint by a maximum period of three months. This extension is granted if the committee is satisfied that specific compelling circumstances prevented the aggrieved woman from filing the complaint within the initial statutory three-month period.

15. (D) Her relative, friend, co-worker, or NCW officer, with her written consent
Under Rule 6(a) of the POSH Rules, 2013, where an aggrieved woman is unable to make a complaint on account of physical incapacity, a complaint may be filed by her relative, friend, co-worker, an officer of the National Commission for Women, or State Women's Commission, provided her written consent is obtained prior to filing.

16. (D) 90 days
Section 11(4) stipulates that the inquiry by the Internal Complaints Committee must be completed within a maximum period of ninety days from the date of initiation. This strict statutory deadline guarantees prompt administrative inquiry, protects parties from prolonged procedural delay, and ensures timely decision-making regarding workplace misconduct and victim relief.

MCQGPT

17. (A) Both A and R are true and R is the correct explanation of A
Principles of natural justice must be strictly followed during inquiry because ICC recommendations can lead to serious service penalties, disciplinary action, or termination of employment. Providing equal opportunity of hearing, cross-examination rights, and impartial assessment ensures that findings are legally sustainable and protected against arbitrary administrative actions or procedural invalidity.

18. (B) I, II and III only
Section 12(1) permits the committee to recommend interim reliefs during inquiry, including transferring either party, granting leave to the victim up to three months, or restraining the respondent from reporting on her work performance. However, salary deductions prior to inquiry completion are unauthorized, as penalty deductions require final proved findings under Section 13.

(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

138. Under POCSO Rules, 2020, Rule 4, what is the role of the District Child Protection Unit (DCPU) upon receiving information about a child victim under POCSO Act?
(A) Assisting in providing care, emergency shelter, and medical help in coordination with CWC
(B) Managing and financing the criminal defense case of the accused person
(C) Directing and overseeing local municipal commercial property tax collection in the district
(D) Granting administrative building construction permits for all new schools

139. Under POSH Act, 2013, Section 11(2), if the respondent is a contractual employee, how does the ICC proceed with the inquiry?
(A) By dismissing the complaint immediately without conducting any formal inquiry
(B) In accordance with service rules or contract terms, or as prescribed
(C) By referring the contract worker to international commercial arbitration
(D) By issuing an immediate judicial arrest warrant against the worker

140. Under POSH Act, 2013, Section 9(1), if a woman is unable to make a written complaint, what duty is cast upon the Presiding Officer or any member of the ICC?
(A) Provide reasonable assistance to the woman to make the complaint in writing
(B) Reject the verbal complaint immediately without providing administrative support
(C) Direct her to hire a private advocate before taking down any official statement
(D) Forward the unwritten verbal statement directly to the municipal commissioner

141. Under Section 9 of the POCSO Act, 2012, which of the following circumstances elevates sexual assault to "aggravated sexual assault"?
I. Committed by a person in a position of trust or authority over the child (e.g. teacher, doctor, relative).
II. Committed on a child knowing that the child has a mental or physical disability.
III. Committed by a group of persons acting in furtherance of common intention (gang assault).
IV. Committed during natural calamity or situation of public violence.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

142. A female teacher files a POSH complaint against the Vice-Principal. During the ICC inquiry, the Vice-Principal threatens the teacher with bad confidential report entries if she does not withdraw the complaint. Under POSH Act, 2013, what interim step can the ICC take?
(A) Dismiss the Vice-Principal from government service immediately without completing inquiry
(B) Advise the teacher to take voluntary retirement to avoid administrative conflict
(C) Restrain the Vice-Principal from writing her appraisal and recommend transfer
(D) Close the inquiry file temporarily until the Vice-Principal retires from service

143. Under Section 14(2) of the POCSO Act, 2012, what punishment is prescribed for using a child for pornographic purposes for commercial gain?
(A) Imprisonment for not less than 7 years to life, and fine
(B) Imprisonment for 1 year with simple administrative fine amount
(C) Simple administrative warning issued by police officer
(D) Mandatory community service for a period of one month

144. Under Section 20 of the POCSO Act, 2012, who among the following media or commercial personnel are under statutory obligation to report child pornographic material if found in their media/studio/facility?
(A) Only accredited government press journalists and state broadcasters
(B) Only international telecom operators and state internet providers
(C) Any person in charge of media, hotel, studio, cyber cafe, or facility
(D) No commercial or private person has an obligation to report under POCSO

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130. Under POCSO Act, 2012, Section 37, trial proceedings before the Special Court shall be held:
(A) In open public court with live television broadcast
(B) In the municipal playground
(C) In the administrative office of the police headquarters
(D) In camera (in private session)

131. A Vice-Principal in a school receives a POSH complaint from a female teacher against a senior official. The Vice-Principal advises the teacher to drop the complaint to avoid official displeasure. What obligation under Section 19 of POSH Act has been violated?
(A) Failure to provide assistance and maintain a safe workplace free from harassment
(B) Violation of statutory administrative reporting provisions under the Income Tax Act
(C) Breach of Civil Procedure Code general pre-trial rules
(D) Violation of Central Treasury Rules and official financial expenditure guidelines

132. What is the relationship between the findings of the ICC under POSH Act, 2013 and disciplinary proceedings under CCS (CCA) Rules, 1965 in government service?
(A) The ICC report is completely ignored during formal administrative service inquiry
(B) Disciplinary authority must conduct a fresh preliminary inquiry from scratch ignoring ICC
(C) Under Rule 14(2) of CCS (CCA) Rules, ICC is deemed to be the Inquiring Authority
(D) The ICC report is submitted directly to the Supreme Court for initiating criminal trial

133. Under POSH Act, 2013, if an ICC report concludes that allegations against a government employee are proved, what step does the Disciplinary Authority take?
(A) Treats ICC report as Inquiry Report under CCS (CCA) Rules and acts upon it per Rule 15
(B) Cancels the ICC inquiry report immediately without taking any further administrative action
(C) Orders a comprehensive external financial audit of school development funds
(D) Refers the matter directly to the Central Administrative Tribunal for initial filing

134. Under POCSO Act, 2012, Section 25, the statement of a child recorded by a Judicial Magistrate under Section 164 of the Code of Criminal Procedure shall be recorded:
(A) In summary form translated into archaic legalese
(B) Without allowing the parent to enter the magistrate room
(C) Exclusively through written multiple choice questionnaires
(D) As spoken by the child in presence of advocate or parent

135. Consider the following statements regarding the external member of ICC under Section 4(2)(c) of POSH Act, 2013:
I. External member ensures impartiality in committee proceedings.
II. External member is paid fees/allowances as prescribed under POSH Rules.
III. External member must be a government servant from the same department.
IV. External member can be from an NGO committed to cause of women.
Which of the statements given above are correct?
(A) I and III only
(B) I, II and IV only
(C) II and III only
(D) I, II, III and IV

MCQGPT

136. A student aged 15 years discloses to her teacher that she was touched inappropriately by an auto-driver who provides transportation to school students. What is the duty of the teacher under POCSO Act?
(A) Ignore it since the auto-driver is a private contractor outside regular school staff
(B) Confront the auto-driver on the street and physically detain him
(C) Inform the Principal, who must report it to SJPU or local police
(D) Tell the child not to use auto-rickshaws without reporting to authorities

137. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).
Assertion (A): In POCSO cases, the identity of the victim child must never be disclosed in media publications or public documents.
Reason (R): Non-disclosure of identity protects the child from social stigma, victim-blaming, and secondary psychological trauma.
(A) Both A and R are true and R is the correct explanation of A

ANSWERS

1. (B) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted by the Indian Parliament to provide protection against sexual harassment of women at workplaces. This comprehensive legislation received the assent of the President of India on April 23, 2013, and came into force across the country on December 9, 2013.

2. (D) To protect women against sexual harassment at all workplaces and for the prevention and redressal of complaints of sexual harassment
The preamble of the POSH Act, 2013 explicitly sets out its primary objective to protect women against sexual harassment at all workplaces. It further mandates establishing effective mechanisms for the prevention and redressal of complaints. This legal framework enforces the fundamental right to gender equality, life, liberty, and a safe working environment guaranteed under the Constitution.

3. (A) Administrative transfer based strictly on unsatisfactory formal work performance evaluation
Section 2(n) defines sexual harassment to include unwelcome physical contact, demands for sexual favours, sexually coloured remarks, or showing pornography. Routine administrative decisions like performance-based transfers conducted objectively under established service rules do not constitute sexual harassment, provided they are completely free from any unwelcome sexual conduct, gender bias, or retaliatory intent against employees.

4. (D) I, II, III and IV
Section 3(2) specifies that certain underlying circumstances connected with acts of sexual harassment also amount to sexual harassment. These include implied or explicit promises of preferential treatment, threats of detrimental treatment, creation of an intimidating or offensive work environment, and humiliating treatment affecting health or safety, as all these factors undermine workplace safety and dignity.

5. (A) It is defined as a workplace, including any institute, school, college, university, or educational establishment.
Section 2(o) defines workplace comprehensively to cover any institute, school, college, university, or educational establishment. This broad statutory scope ensures that all educational institutions, whether public or private, are legally mandated to implement anti-sexual harassment policies, establish internal complaints committees, and maintain safe working environments for all women working on their premises.

6. (D) A woman employed at a senior level among the employees at the workplace
Section 4(2)(a) stipulates that the Presiding Officer of the Internal Complaints Committee must be a woman employed at a senior level at the workplace. If a senior female employee is unavailable in that office, she must be nominated from other administrative units or offices of the same employer to ensure leadership by a senior woman.

7. (A) Both A and R are true and R is the correct explanation of A
Section 4(2)(c) mandates that at least one-half of the total members nominated to the Internal Complaints Committee must be women. This statutory gender composition requirement ensures fair female representation, prevents potential gender bias during inquiry proceedings, and builds institutional trust for aggrieved women seeking redressal under the Act within any workplace environment.

8. (C) Must be from an NGO committed to the cause of women or a person familiar with issues of sexual harassment
Section 4(2)(c) mandates that the Internal Complaints Committee must include one member from a non-governmental organization or association committed to the cause of women, or a person familiar with issues relating to sexual harassment. This external member brings independent perspective, legal objectivity, and neutral oversight to committee proceedings, preventing internal organizational bias.

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145. Consider the following statements regarding the POSH Act, 2013 and government servant conduct rules:

I. Sexual harassment at workplace constitutes official misconduct under CCS (Conduct) Rules, 1964 (Rule 3C).

II. Inquiry conducted by ICC satisfies requirements of inquiry under CCS (CCA) Rules, 1965.

III. Disciplinary Authority can pass major or minor penalty based on ICC findings after following statutory procedures.

IV. Government employees are exempt from POSH Act provisions.

Which of the statements given above are correct?

(A) IV only
(B) I, II and III only
(C) I and IV only
(D) I, II, III and IV

146. In a school, an elder sibling of a Class 3 student informs the Principal that a security guard touched the child inappropriately near the school gate. The Principal asks the parents not to lodge a police complaint as it would ruin the school's reputation. Has the Principal committed an offence under POCSO Act?

(A) No, the Principal has full administrative discretion to settle minor disputes internally
(B) No, because the elder sibling reporting the incident is not a recognized legal guardian
(C) Yes, but only if the security guard involved is a permanent government employee
(D) Yes, failure to report by head of institution is an offence under Section 21(2)

147. Given below are two statements: one is labeled as Assertion (A) and the other as Reason (R).

Assertion (A): In POCSO cases, the Special Court must record the testimony of the child victim in a child-friendly atmosphere without frequent adjournments.

Reason (R): Prolonged trials and hostile court environments increase trauma and harm the mental well-being of child victims.

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

148. Under Section 11(1) of POSH Act, 2013, what procedure applies if the respondent is a non-governmental employee in an educational institution where no service rules exist?

(A) Complaint must be rejected automatically
(B) The employee is handed over directly to municipal bailiffs
(C) Inquiry is conducted in such manner as prescribed under POSH Rules, 2013
(D) The matter is referred directly to the United Nations Human Rights Council for trial

149. Under POCSO Rules, 2020, Rule 3, state governments are required to ensure that child protection modules and POCSO awareness materials are integrated into:

(A) Teacher training curricula and staff orientation programs
(B) Commercial trade and industrial agreement manuals
(C) National defense recruitment physical eligibility tests
(D) Municipal commercial tax assessment and revenue collection manuals

MCQGPT

150. A newly appointed Principal of a school wants to establish full administrative compliance with POSH Act, 2013 and POCSO Act, 2012. Which set of administrative actions must be taken immediately?

I. Constitute an Internal Complaints Committee (ICC) as per Section 4 of POSH Act with proper composition.

II. Display details of ICC, POSH policy, and Childline Helpline (1098) at prominent places in the school.

III. Orient all teaching and non-teaching staff regarding mandatory reporting duties under Section 19 of POCSO Act.

IV. Ensure background verification of contractual and regular staff and functional security measures on campus.

Which set of administrative actions must be taken immediately?

(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

****

19. (A) No, this leave is in addition to the leave she is otherwise entitled to
Section 12(2) explicitly provides that leave granted to an aggrieved woman during inquiry, up to a period of three months, shall be in addition to the leave she is otherwise entitled to receive. This ensures that her accrued annual, earned, or casual leave balance remains entirely intact during the pendency of inquiry.

20. (B) 10 days
Section 13(1) mandates that upon completion of an inquiry, the Internal Complaints Committee must provide its inquiry report to the employer within ten days. This report contains committee findings, conclusions, and specific recommended actions, enabling the employer to initiate required implementation steps without unreasonable procedural delay.

21. (D) Within 60 days
Section 13(4) mandates that the employer must act upon the recommendations contained in the inquiry report submitted by the Internal Complaints Committee within sixty days of receiving it. This statutory deadline ensures timely implementation of disciplinary penalties, financial compensation, or workplace adjustments directed by the committee to protect the victim.

22. (D) Action may be recommended in accordance with applicable service rules or prescribed provisions
Section 14(1) provides that if the committee concludes that allegations are malicious or false with knowledge, it may recommend action against the complainant in accordance with service rules or prescribed provisions. This deters frivolous or malicious complaints while ensuring that disciplinary actions follow due process without imposing direct criminal sentences.

23. (B) No, mere inability to substantiate a complaint shall not attract action against the complainant
Section 14(1) proviso explicitly clarifies that mere inability to substantiate a complaint or provide adequate evidence during inquiry does not automatically justify penal action against the complainant. Malicious intent requires affirmative proof that the complaint was lodged knowing it to be completely false, thereby protecting genuine victims who lack formal evidence.

24. (D) I, II, III and IV
Section 16 prohibits publicizing or communicating to media the contents of complaints, identity and addresses of aggrieved women, respondents, or witnesses, conciliation and inquiry proceedings, and orders passed by employers. Maintaining strict confidentiality protects the dignity, privacy, and personal safety of all parties involved throughout the statutory process.

25. (D) Penalty in accordance with applicable service rules or a fine as prescribed
Section 17 stipulates that any person who breaches confidentiality obligations under Section 16 shall be liable to penalties in accordance with the provisions of applicable service rules or payment of a fine as prescribed under the POSH Rules, 2013, thereby enforcing administrative accountability against unauthorized public disclosures.

26. (C) Rupees 25,000
Under Rule 12 of the POSH Rules, 2013, breach of confidentiality specified under Section 16 attracts penalty according to service rules, or a monetary fine as prescribed in organizational guidelines or relevant provisions up to twenty-five thousand rupees depending on regulatory frameworks.

27. (A) Both A and R are true and R is the correct explanation of A
Employers are legally required under Section 19 to display conspicuous notices detailing penal consequences of sexual harassment and committee constitution. Publicly displaying committee composition and legal consequences deters potential misconduct, creates general employee awareness, and ensures that aggrieved individuals know exactly how and where to access administrative complaint redressal mechanisms.

28. (D) All of the above
Section 19 lists comprehensive duties of employers, including providing a safe working environment, organizing regular orientation workshops for sensitizing employees, displaying penal consequences, and assisting in securing attendance of respondents and witnesses during committee inquiries. These proactive administrative duties ensure institutional compliance and workplace safety for all female employees.

MCQGPT

29. (A) The employer must assist the woman in filing an FIR or complaint with the police
Section 19(g) mandates that if an aggrieved woman chooses to file a police complaint under the Indian Penal Code or any other applicable penal law, the employer must provide full institutional assistance. This obligation ensures that victims receive legal administrative support without institutional hindrance or administrative cover-ups.

30. (C) To the Employer and District Officer
Section 21(1) requires the Internal Complaints Committee to prepare and submit an Annual Report in each calendar year to both the employer and the designated District Officer. This statutory reporting mechanism allows administrative authorities to monitor compliance, track complaint statistics, and ensure effective implementation of anti-harassment policies across establishments.

31. (D) The number of cases filed, disposed of, and pending under POSH
Section 22 requires the employer to include detailed statistical information in its annual report, including the number of sexual harassment cases filed, disposed of, and pending for resolution. This requirement enforces institutional transparency, enabling oversight authorities to monitor workplace compliance without compromising confidential personal details of complainants.

32. (C) Up to Rupees 50,000
Section 26(1) provides that if an employer fails to constitute an Internal Complaints Committee, fails to take action on committee recommendations, or breaches statutory reporting duties, a monetary fine extending up to fifty thousand rupees shall be punishable on the employer, establishing penal consequences for institutional non-compliance.

33. (B) Twice the first offence punishment, or cancellation of license or registration
Section 26(2) provides that repeat offences after initial conviction attract enhanced punishment equal to twice the penalty specified for the first offence. Furthermore, non-compliant employers face cancellation, withdrawal, or non-renewal of commercial licenses, business registrations, or approvals required to carry on official business operations.

34. (D) No, as aggrieved woman includes any woman employed on a regular, temporary, ad-hoc, or daily wage basis
Section 2(a) defines an aggrieved woman expansively to cover any woman of any age, whether employed on a regular, temporary, ad-hoc, contractual, or daily wage basis. Contractual laboratory assistants are fully protected, meaning employment status or contractual tenure cannot exclude any worker from seeking redressal against sexual harassment.

35. (A) The complaint must be referred to the Local Complaints Committee (LCC) constituted at district level
Under Section 6(1), where a complaint of sexual harassment is against the employer himself, the aggrieved person cannot approach the internal committee. Instead, such complaints must be submitted directly to the Local Complaints Committee constituted at the district level, ensuring neutral, unbiased investigation free from institutional influence.

36. (C) Protection of Children from Sexual Offences Act, 2012
POCSO stands for the Protection of Children from Sexual Offences Act, 2012. Enacted by Parliament to safeguard children from sexual assault, harassment, and pornography, this comprehensive special law prioritizes child welfare, establishes child-friendly judicial procedures, and incorporates strict penal measures against sexual offenders across India.

37. (C) 14th November 2012
The Protection of Children from Sexual Offences (POCSO) Act, 2012 came into force across India on November 14, 2012, coinciding with National Children's Day. Its enactment established a dedicated, child-centric statutory legal framework designed to prevent child sexual exploitation and provide robust protection mechanisms.

38. (C) Any person below the age of eighteen years
Section 2(1)(d) defines a child as any person who has not completed eighteen years of age. This gender-neutral legal definition ensures equal protection for all minors against sexual assault, harassment, and exploitation, regardless of gender, social background, or specific institutional settings across the nation.

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39. (B) To protect children from sexual assault, harassment, and pornography while safeguarding the child's best interests
The primary objective of the POCSO Act, 2012 is to protect children from offences of sexual assault, sexual harassment, and pornography. The legislation incorporates child-friendly procedures for reporting, evidence recording, and trial, ensuring that the best interests and well-being of the child remain paramount at every procedural stage.

40. (C) Section 4
Section 3 defines penetrative sexual assault, while Section 4 prescribes the punishment for this offence. Section 4 provides that whoever commits penetrative sexual assault shall be punished with rigorous imprisonment for a term not less than ten years, which may extend to life imprisonment, along with a mandatory monetary fine.

41. (D) Aggravated penetrative sexual assault
Section 5(f) provides that when a person on the staff or management of an educational institution commits penetrative sexual assault on a child studying there, it constitutes aggravated penetrative sexual assault. This reflects heightened culpability due to breach of trust, statutory care duties, and administrative responsibility owed to students.

42. (A) Sexual assault
Section 7 defines the offence of sexual assault, occurring when a person touches the vagina, penis, anus, or breast of a child, or makes the child touch their body with sexual intent without penetration. Section 8 prescribes punishment of imprisonment between three and five years plus fine.

43. (B) I, II and III only
Section 11 defines sexual harassment of a child to include uttering words, making gestures or sounds, exposing body parts, or stalking with sexual intent. Demanding routine academic homework assignments is a standard educational activity completely devoid of sexual intent, making it irrelevant to child sexual harassment provisions.

44. (B) Imprisonment for 3 years and fine
Section 12 prescribes that whoever commits sexual harassment of a child shall be punished with imprisonment of either description for a term which may extend to three years, and shall also be liable to fine. This penalty enforces strict legal accountability for non-penetrative sexual misconduct against minors.

45. (A) Section 15
Section 15 specifically addresses storage or possession of pornographic material involving a child. Amended in 2019, it criminalizes possessing or storing child pornographic material without deleting, destroying, or reporting it to designated law enforcement authorities, establishing clear penal consequences for keeping or distributing such illicit media content.

46. (C) To report such information to the Special Juvenile Police Unit or local police immediately
Section 19(1) imposes a statutory mandatory duty on any person, including school teachers, counselors, or Principals, who has apprehension or knowledge of a POCSO offence to report it immediately to the Special Juvenile Police Unit or local police. Internal inquiries cannot delay or substitute this legal reporting requirement.

47. (A) Both A and R are true and R is the correct explanation of A
Reporting POCSO offences under Section 19 is mandatory for all school personnel. Section 21 specifically penalizes failure to report by institutional heads or employees. This statutory obligation ensures immediate legal intervention, prevents institutional cover-ups, and prioritizes child safety and protection over administrative reputation or internal dispute settlements.

48. (C) Imprisonment up to six months, or fine, or both
Section 21(1) provides that any person who fails to report an offence under Section 19(1) or fails to record information under Section 19(2) shall be punished with imprisonment of either description for a term which may extend to six months, or with fine, or with both.

49. (B) Imprisonment which may extend to one year and fine
Section 21(2) stipulates that if the head or person in charge of an institution fails to report an offence under Section 19(1), they shall be punished with imprisonment for a term extending up to one year and fine. This enhanced penalty

111. (D) Yes, because she was working at the school premises at the time of the incident
Section 2(a) defines an aggrieved woman to include any woman working in a workplace, regardless of employment nature, contractual status, or agency arrangement. Third-party agency instructors harassed within school premises can approach the school's Internal Complaints Committee directly under the POSH Act legal framework for redressal.

112. (C) To provide support and guidance to the child during investigation and trial
Under POCSO Rules, 2020, a Support Person accompanies child victims throughout investigation and trial, offering emotional reassurance, explaining procedures, facilitating communication with police and courts, and ensuring psychological well-being without acting as legal prosecution advocates or defense representatives during court trials.

113. (B) CWC official, NGO worker, or person qualified in child psychology or social work
Rule 4 of POCSO Rules, 2020 specifies that Support Persons can be CWC officials, NGO workers, child psychology experts, or social workers qualified in child welfare. They must possess suitable background in child development to assist victims compassionately without conflicts of interest during official legal proceedings.

114. (D) To the Child Welfare Committee and Special Court
Section 19(2) mandates that upon receiving information of a child sexual offence, the police officer shall forward the report within twenty-four hours to the Child Welfare Committee and the Special Court, ensuring immediate statutory judicial oversight and child protection administrative intervention across all cases.

115. (A) Special Juvenile Police Unit or local police
Section 19(6) provides that the Special Juvenile Police Unit or local police shall ensure the child victim receives emergency medical care immediately upon receiving information of an offence, prioritizing medical treatment, physical safety, and health over investigative delays or procedural formalities under statutory mandates.

116. (C) Section 27(3)
Section 27(3) mandates that medical examination of a child victim shall be conducted only with consent of the child's parent, guardian, or Child Welfare Committee. This provision prevents unauthorized medical procedures, respecting family consent while safeguarding the physical integrity and dignity of minor victims throughout investigations.

117. (A) Both A and R are true and R is the correct explanation of A
Departmental suspension under CCS (CCA) Rules does not grant immunity from attending ICC hearings. POSH Act inquiry is an independent statutory requirement, and suspended employees remain subject to committee proceedings, ensuring that suspension status does not obstruct sexual harassment inquiry completion or delay legal administrative outcomes.

118. (D) In addition to and not in derogation of any other law in force
Section 28 explicitly provides that POSH Act provisions are in addition to, and not in derogation of, provisions of any other law in force. Aggrieved women retain rights to pursue remedies under departmental service rules, civil law, or criminal code alongside POSH proceedings without legal restriction.

119. (B) In writing in English, Hindi, or local official language
POSH rules permit complaints to be submitted in writing in English, Hindi, or the local official language of the state. This language flexibility ensures accessibility for employees across regions, preventing language barriers from hindering victims seeking administrative redressal for workplace sexual harassment under statutory provisions.

120. (A) Imprisonment for not less than 5 years and fine
Section 14 prescribes punishment for using a child for pornographic purposes, mandating imprisonment of either description for a term not less than five years and fine. Repeat convictions attract enhanced punishment extending up to seven years imprisonment, enforcing rigorous statutory deterrence against child exploitation across media platforms.

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enables children and adults to report child sexual abuse directly to authorities confidentially and conveniently, facilitating quick legal intervention and protection without requiring initial physical police station visits.

61. (C) 1098
1098 is the dedicated national 24x7 toll-free emergency phone helpline for children in distress across India. Managed under the Ministry of Women and Child Development, Childline 1098 provides emergency assistance, care, rescue, and reporting services for child protection, including immediate reporting of POCSO offences nationwide.

62. (D) All of the above
The POCSO Rules, 2020 mandate that educational institutions implement comprehensive safety measures, including prominent display of helpline numbers, periodic staff and student orientation programs on child rights, and thorough background verification of all employees to guarantee safe and secure educational environments for every child.

63. (D) Imprisonment up to 1 year, or fine, or both
Section 22(1) stipulates that any adult person who provides false information or makes a false complaint under POCSO with malicious intent to defame or harass another shall be punished with imprisonment extending up to one year, or fine, or both, deterring misuse of child protection legislation.

64. (C) No punishment shall be imposed on a child for making a false complaint
Section 22(2) explicitly provides that no child shall be punished for making a false complaint or giving false information under the Act. This protection ensures that child victims or witnesses feel completely safe disclosing incidents without fearing legal prosecution, penal consequences, or fear of reprisal.

65. (B) Legal counsel of choice or assistance from State Legal Services Authority
Section 40 provides that the child's family or guardian shall be entitled to assistance from legal counsel of their choice. If the family cannot afford private legal representation, the Special Court directs the District Legal Services Authority to provide free legal representation throughout judicial proceedings.

66. (D) All of the above
Section 39 mandates child-friendly assistance guidelines during police investigation, including engaging translators, interpreters, or special educators for children with speech or hearing impairments. It also mandates ensuring that child victims are never subjected to direct physical or visual contact with the accused during any legal proceedings.

67. (A) Both A and R are true and R is the correct explanation of A
Section 19 obligates institutional heads to report any known or suspected child sexual offence immediately to police, regardless of geographical location. The reporting duty depends on knowledge or apprehension of the crime, binding Principals to report incidents involving students even when occurring outside school grounds.

68. (C) Yes, action for misconduct as per service rules, including termination
Under Section 13(3)(i) of the POSH Act, 2013, if the Internal Complaints Committee concludes that sexual harassment allegations are proved against the respondent, it can recommend disciplinary action for misconduct in accordance with applicable service rules, which explicitly includes termination of employment for serious offenses.

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69. (A) Local Complaints Committee (LCC)
Section 6 empowers the Local Complaints Committee (LCC), constituted at the district level, to receive and inquire into sexual harassment complaints from establishments where internal committees have not been constituted due to having fewer than ten workers, or where the complaint is against the employer directly.

70. (D) The State Government (designating District Magistrate or Collector)
Section 5 provides that the State Government may designate a District Magistrate, Additional District Magistrate, Collector, or Deputy Collector as the official District Officer for every district. The District Officer oversees implementation of the Act, constitutes Local Complaints Committees, and receives annual statutory compliance reports across all establishments.

91. (A) Half of the longest term of imprisonment for that offence
Section 18 provides that whoever attempts to commit an offence under the POCSO Act shall be punished with imprisonment of description provided for the offence, for a term extending up to half of the longest term of imprisonment provided for that specific offence, or fine, or both.

92. (D) I, II, III and IV
Principals bear mandatory administrative responsibilities under POCSO rules, including formulating child protection policies, installing CCTV cameras in vulnerable school areas, reporting suspected abuse immediately under Section 19, and displaying Childline 1098 prominently, ensuring comprehensive child safety, structural vigilance, and legal compliance across educational premises.

93. (A) Report immediately to SJPU or local police under Section 19 of POCSO Act
Section 19 mandates immediate reporting of child sexual abuse to the Special Juvenile Police Unit or local police upon gaining knowledge or apprehension, regardless of where the incident occurred. Principals cannot handle abuse allegations internally or delay reporting, as non-reporting attracts severe criminal penalties under Section 21(2).

94. (C) Parents or a trusted person in whom the child has confidence
Section 26 provides that during recording of statement of the child by magistrate or police, parents or any other person in whom the child has trust or confidence shall be permitted to be present, creating a supportive administrative atmosphere and reducing trauma for the minor witness during legal proceedings.

95. (D) The child is not exposed to the accused, using single visibility mirrors or curtains
Section 33(2) mandates that Special Public Prosecutors and courts shall ensure child victims are not exposed to the accused during trial. Courts utilize single-visibility mirrors, curtains, or video-conferencing technology, allowing testimony without causing physical proximity, direct confrontation, legal intimidation, or emotional stress for the child.

96. (A) Within 30 days
Section 35(1) provides that the evidence of the child victim shall be recorded within a period of thirty days from the date of taking cognizance of the offence by the Special Court. Specific reasons for any administrative delay beyond thirty days must be formally recorded in writing by the court.

97. (A) Both A and R are true and R is the correct explanation of A
Section 35(2) mandates that trial proceedings in Special Courts shall be conducted on a day-to-day basis without granting frequent adjournments. Speedy trials minimize psychological trauma, prevent witness tampering, and ensure child victims receive timely judicial resolution without suffering prolonged statutory uncertainty or courtroom stress.

98. (D) Forward a brief report to the State Government
Section 21(2) mandates that the District Officer shall forward a brief report on annual reports received from Internal Complaints Committees to the State Government. This reporting requirement ensures state-level administrative oversight, monitoring workplace safety trends, and assessing statutory POSH compliance across public and private sector establishments.

99. (A) Restrain the respondent from writing her confidential performance appraisal report
Under Rule 8 of POSH Rules, 2013, the Internal Committee can recommend restraining the respondent from writing the confidential performance appraisal report of the aggrieved woman during inquiry. This interim relief prevents victim retaliatory appraisal marking, safeguarding career progression while complaints are actively investigated by the committee.

100. (C) Both (A) and (B)
Section 13(3) provides that when allegations are proved, ICC can recommend taking action for sexual harassment misconduct under service rules and deducting compensation from the respondent's salary. Combining disciplinary penalties with victim compensation ensures complete administrative justice and financial restitution for harmed female employees across workplaces.

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81. (B) Based on prescribed documentary evidence or medical age determination test
Section 34 provides that when age determination issues arise in Special Courts, age is determined using valid documentary evidence like birth certificates or matriculation certificates. In the absence of official documents, the court orders a medical age determination test to ascertain whether the individual is a minor.

82. (B) I, II and III only
Section 12 permits recommending interim reliefs during inquiry upon written request, including transferring either party, granting up to three months leave, or restraining respondents from evaluating appraisal reports. Leave granted is strictly additional to regular leave entitlement and is never deducted from accrued annual earned leave balances.

83. (A) The ICC shall proceed with inquiry under Section 11
Section 10(4) provides that if the respondent fails to comply with terms and conditions of a conciliation settlement, the Internal Complaints Committee shall proceed to conduct an inquiry into the complaint under Section 11, ensuring that breach of conciliation terms restores formal inquiry proceedings against respondents.

84. (C) An opportunity of being heard and a copy of inquiry findings to make representation
Section 11(1) mandates that during inquiry proceedings where both parties are employees, both shall be given an opportunity of being heard and provided a copy of inquiry findings. This requirement upholds natural justice principles, enabling both parties to submit representations before final administrative decisions are implemented.

85. (A) No, no party shall be allowed legal representation before the Internal Committee
Rule 7(6) of the POSH Rules, 2013 explicitly prohibits either party from bringing any legal practitioner to represent them during inquiry proceedings before the Internal Complaints Committee. This statutory rule maintains an informal, non-adversarial administrative environment focused on factual assessment rather than complex courtroom legal arguments and procedures.

86. (D) Minimum three members, including Presiding Officer, shall be present
Section 4(4) provides that a minimum of three members of the Internal Complaints Committee, including the Presiding Officer, must be present to constitute a valid quorum for conducting meetings or inquiry proceedings. This requirement guarantees proper multi-member deliberation and legal procedural validity during statutory workplace anti-harassment inquiries.

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87. (A) Both A and R are true and R is the correct explanation of A
Principals must ensure mandatory police verification and background checks for all contractual and non-teaching staff prior to recruitment. School heads bear ultimate administrative responsibility for creating safe institutional environments, and thorough background checks act as essential preventive measures against potential POCSO and POSH violations on school grounds.

88. (C) Imprisonment for 10 years to life, and fine
Section 10 prescribes punishment for committing aggravated sexual assault on a child. The statutory section mandates rigorous imprisonment for a term which shall not be less than ten years, but which may extend to imprisonment for life, along with legal liability to pay a mandatory monetary fine to the victim.

89. (B) Imprisonment for not less than 20 years extending to life or death, and fine
Section 6 of the POCSO Act (amended in 2019) prescribes severe punishment for aggravated penetrative sexual assault, mandating rigorous imprisonment for a term not less than twenty years extending to life imprisonment or death penalty, along with fine, reflecting zero tolerance for grave child sexual violence.

90. (A) Section 17
Section 17 provides that whoever abets any offence under the POCSO Act shall be punished with the statutory punishment provided for that specific offence. Abetment includes instigating, conspiring, or intentionally aiding commission of the offence, holding abettors equally accountable under strict criminal law provisions.

71. (C) Within 90 days
Section 18(1) provides that any person aggrieved by recommendations of the committee or non-implementation of recommendations may prefer an appeal to the court or tribunal in accordance with applicable service rules within ninety days. This statutory timeframe ensures legal remedy and administrative redressal for dissatisfied complainants or respondents.

72. (C) Both POSH Act 2013 and POCSO Act 2012 apply concurrently
When a minor student under eighteen suffers sexual harassment in an educational establishment, both POCSO Act, 2012 (as a minor victim) and POSH Act, 2013 (as an educational workplace) apply. POCSO mandates police reporting, while POSH provides institutional inquiry mechanisms, operating concurrently without legal conflict.

73. (D) Because POCSO contains overriding clauses and mandatory police reporting under Section 19
POCSO Act, 2012 takes precedence in reporting procedures due to Section 19's non-negotiable mandatory police reporting mandate and Section 42's overriding effect over conflicting procedural provisions. School authorities must report minor abuse to police immediately, regardless of concurrent internal POSH administrative inquiries being conducted at the school level.

74. (A) Covered under Section 2(o)(v) as any place visited arising out of or during employment
Section 2(o)(v) defines workplace to include any place visited by an employee arising out of or during the course of employment, including transportation provided by the employer. Field trips, educational excursions, and official travel fall under this extended definition, ensuring protection during outstation official duties.

75. (D) I, II, III and IV
Section 4 mandates that the Internal Complaints Committee must comprise a senior female Presiding Officer, at least two employee members committed to women's causes or possessing legal knowledge, one external NGO member familiar with sexual harassment issues, and ensure that at least fifty percent of total members are women.

76. (B) POCSO provisions are in addition to other laws, but override in case of conflict
Section 42 provides that POCSO Act provisions are in addition to, and not in derogation of, any other statutory law in force. However, if any inconsistency arises between POCSO and other existing legal provisions, POCSO provisions override to ensure maximum legal protection and statutory relief for child victims.

77. (A) Both A and R are true and R is the correct explanation of A
Section 27 mandates that medical examination of a child victim must be conducted in the presence of a parent or trusted person. The Act prioritizes child-friendly atmosphere, psychological comfort, and trauma reduction, ensuring that investigative medical procedures do not exacerbate stress or intimidate the minor victim.

78. (C) Strictly by a female doctor
Section 27(2) explicitly provides that where the victim child is a girl, the medical examination shall be conducted strictly by a female doctor. This mandatory statutory protection safeguards the dignity, privacy, and psychological well-being of young female victims during forensic and clinical medical evaluations conducted during police investigation.

79. (D) Reporting to the Special Juvenile Police Unit / Local Police
Section 19 obligates persons in charge of educational institutions to report information about child sexual abuse immediately to the Special Juvenile Police Unit or local police. Immediate suspension and police notification satisfy statutory reporting duties, ensuring swift law enforcement intervention while preventing institutional concealment of criminal misconduct.

80. (C) Special Public Prosecutor appointed by State Government
Section 32 provides that the State Government shall appoint a Special Public Prosecutor for every Special Court to conduct cases under the POCSO Act. The Special Public Prosecutor represents state prosecution interests, ensures legal assistance for child victims, and presents evidence strictly adhering to child-friendly statutory guidelines.

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101. (D) I, II, III and IV
Section 15 mandates considering mental trauma, emotional suffering, career loss, medical expenses, and the financial status of the respondent when calculating compensation. Evaluating these statutory parameters ensures proportional, realistic financial compensation that supports victim recovery while taking into account respondent paying capacity in accordance with legal standards.

102. (D) Forward the order for recovery as an arrear of land revenue to the Collector
Section 13(3)(ii) proviso provides that if the employer is unable to deduct compensation from the respondent's salary due to absence or termination, the order for recovery is forwarded to the District Collector to recover the amount as arrears of land revenue, guaranteeing strong statutory recovery power.

103. (B) 3 consecutive hearings
Section 11(2) proviso provides that the Internal Complaints Committee may terminate inquiry proceedings or render an ex-parte decision if the complainant or respondent fails to attend three consecutive hearings without showing sufficient cause, ensuring cases progress without deliberate administrative obstruction by either party involved.

104. (B) 15 days
Section 11(2) proviso mandates that no ex-parte order or termination of inquiry shall be passed without giving fifteen days advance written notice to the party concerned. This procedural safeguard ensures adherence to natural justice, allowing parties final opportunity to explain absences before ex-parte decisions are finalized by the committee.

105. (D) Direct payment of interim or final compensation for physical or mental trauma
Section 33(8) empowers Special Courts to order payment of interim or final compensation to child victims for physical or mental trauma suffered. Compensation is paid from government victim compensation schemes, assisting rehabilitation, medical treatment, and psychological recovery regardless of the offender's personal financial capacity or economic status.

106. (A) State Commission for Protection of Child Rights
Section 44 provides that the National Commission for Protection of Child Rights (NCPCR) and State Commissions (SCPCR) monitor implementation of POCSO Act provisions. These statutory commissions evaluate safety standards, inspect institutions, handle child rights complaints, and issue directives to educational authorities ensuring statutory compliance across all schools.

107. (A) Both A and R are true and R is the correct explanation of A
School principals who suppress POCSO allegations commit an independent crime under Section 21(2). Penalizing failure to report prevents institutional cover-ups aimed at protecting school reputation, enforcing non-negotiable legal accountability, and prioritizing child safety above organizational public image in all circumstances across educational institutions.

108. (B) Section 23
Section 23 provides that the Central Government may monitor implementation of the Act and timely submission of reports by Internal Complaints Committees. Employers remain responsible under Section 21 and 23 for ensuring their committees function effectively and submit mandated annual reports without default to designated authorities.

109. (A) Yes, workplace includes any place visited arising out of or during employment
Under Section 2(o)(v), workplace includes any place visited by an employee arising out of or during employment, including transportation provided by employers. Outstation educational conferences, official workshops, and travel fall under this definition, guaranteeing anti-harassment legal coverage beyond physical school premises during work duties.

110. (B) I, II and IV only
Presiding Officers must be senior female employees, conduct inquiries adhering to natural justice, and sign final inquiry reports. However, Presiding Officers cannot pass criminal convictions, as criminal conviction authority lies exclusively with judicial criminal courts rather than internal administrative complaints committees operating in workplaces.

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holds institutional leaders strictly accountable for statutory compliance.

50. (B) I, II and IV only
Section 23 prohibits disclosing child identity in media unless permitted in writing by Special Courts for the child's best interest. Violations attract imprisonment from six months to two years. Parents cannot unilaterally authorize media disclosure without court approval, making statement III incorrect while statements I, II, and IV remain fully correct.

51. (A) At the child's residence or a place of choice
Section 24(1) mandates that statements of child victims shall preferably be recorded at the child's residence or at a place of the child's choice. This child-friendly statutory requirement minimizes psychological trauma, creates a safe atmosphere, and avoids intimidating environments during police interaction and initial statement recording.

52. (C) A female police officer not in uniform
Section 24(2) mandates that the statement of the child victim shall be recorded by a female police officer not below the rank of sub-inspector, who shall not be in uniform. Removing police uniforms prevents fear and intimidation, ensuring a comfortable, child-friendly environment during investigation procedures.

53. (A) No child shall be detained at a police station at night
Section 24(3) explicitly mandates that no child shall be detained in a police station at night under any circumstances. This statutory protection ensures child safety, prevents custodial trauma, and requires police to transfer child custody to parents, guardians, or child care institutions approved by Child Welfare Committees.

54. (D) Special Court (Court of Session)
Section 28 provides for designating a Court of Session as a Special Court in each district to try offences under the POCSO Act. Special Courts specialize in handling child abuse cases efficiently, enforcing child-friendly courtroom procedures, and completing trials within statutory timelines to protect victim well-being.

55. (B) The child is not called repeatedly, and questions are put through the Judge
Section 33(5) provides that Special Courts shall ensure the child is not called repeatedly to testify. Furthermore, cross-examination questions formulated by defense counsel are put to the child through the Presiding Judge, protecting the child victim from direct hostile confrontation, legal intimidation, and psychological distress.

56. (C) Within 1 year from the date of taking cognizance of the offence
Section 33(7) mandates that the Special Court shall complete trial of offences under the POCSO Act, as far as possible, within a period of one year from the date of taking cognizance. This statutory timeline guarantees speedy justice and reduces prolonged mental distress for child victims.

57. (A) Both A and R are true and R is the correct explanation of A
Section 29 establishes a statutory presumption that the accused committed specified offences once foundational facts are established by prosecution. This legislative provision shifts the burden of proof onto the accused to disprove allegations, reflecting strict intent to protect child victims from evidential hurdles standard in traditional criminal proceedings.

58. (A) Presumption of culpable mental state for offences requiring intent or knowledge
Section 30 provides that in prosecutions under POCSO requiring culpable mental state, the Special Court shall presume existence of such mental state. The accused retains the right to prove absence of culpable mental state as a defense, but must establish it beyond reasonable doubt rather than mere balance of probabilities.

59. (B) Report the matter immediately to the Special Juvenile Police Unit (SJPU) or local police without delay
Section 19 imposes a strict non-negotiable statutory duty on school Principals to report suspected child sexual abuse immediately to the Special Juvenile Police Unit or local police. Conducting internal school inquiries or delaying reporting constitutes a punishable criminal offence under Section 21(2) of the POCSO Act, placing child protection above institutional interests.

60. (B) An online facility for direct reporting of sexual offences against children
POCSO e-Box is an online digital reporting facility developed by the National Commission for Protection of Child Rights (NCPCR). It

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121. (B) Imprisonment up to 3 years, or fine, or both
Section 15(1) provides that possessing or storing pornographic material involving a child and failing to delete, destroy, or report it to law enforcement is punishable with imprisonment extending up to three years, or fine, or both, targeting illegal retention of explicit child media content effectively.

122. (A) Inform the police / SJPU immediately for investigation under POCSO Act
Section 19 obligates institutional heads to report any information or apprehension regarding child sexual abuse to police or SJPU immediately. Anonymous notes alleging child sexual abuse trigger mandatory reporting duties, requiring police investigation rather than internal dismissal or administrative suppression by school management teams.

123. (B) I, II and IV only
Child Welfare Committees provide protection, interim shelter, and rehabilitation, working with police to ensure child safety and receiving police reports within twenty-four hours under Section 19(2). However, CWCs lack criminal jurisdiction to pass adult imprisonment sentences, which belong strictly to Special Courts designated under POCSO.

124. (B) Yes, action can be taken against a false witness in accordance with service rules
Section 14(2) provides that where the Internal Committee concludes that any witness produced false evidence or submitted forged documents during inquiry, action may be taken against such witness in accordance with service rules or prescribed provisions, preventing perjury and dishonest testimony during statutory committee inquiries.

125. (D) All of the above
Section 4(5) permits employers to remove committee members who breach confidentiality under Section 16, are convicted or facing inquiry for offences, or abuse their position prejudicing public interest. Removal maintains committee integrity, credibility, and public trust in handling workplace harassment inquiries in accordance with legal standards.

126. (C) Her relative, friend, psychiatrist, or special educator
Section 9(2) and Rule 6(b) provide that where an aggrieved woman is unable to make a complaint due to mental incapacity, a complaint may be filed by her relative, friend, qualified psychiatrist, psychologist, special educator, or guardian, ensuring vulnerable individuals receive full legal protection and statutory redressal options.

127. (A) Both A and R are true and R is the correct explanation of A
Educational authorities issue directives mandating child safety committees, staff background verification, and safety protocols in schools. Establishing safety mechanisms satisfies regulatory requirements and prevents POCSO violations, creating secure institutional environments that protect students from physical, emotional, and sexual exploitation on campus effectively.

128. (C) Assistance of an interpreter or special educator shall be taken
Section 38 provides that if the child victim has a physical or mental disability, the police or Special Court shall take the assistance of an interpreter or special educator while recording statements, ensuring accurate communication without causing confusion, distress, or procedural disadvantages for the minor witness.

129. (B) No, the Special Court shall ensure the child is not exposed to the accused
Section 36(1) mandates that Special Courts shall ensure child victims are not exposed to the accused during statement recording or trial. Using curtains, video links, or single-visibility mirrors prevents visual exposure, protecting child witnesses from intimidation, anxiety, and psychological distress during testimony in court proceedings.

130. (D) In camera (in private session)
Section 37 provides that Special Court trial proceedings shall be held in camera (in private session). Holding trials in camera excludes general public and press spectators, preserving victim confidentiality, reducing public embarrassment, and creating a comfortable atmosphere for recording child witness testimony during legal trial proceedings.

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institutional body must be constituted in every school?
(A) Internal Financial Audit Committee
(B) Anti-Bullying Committee
(C) Student Academic Grievance Cell
(D) Staff Discipline Tribunal

38. Which of the following behaviors falls under the definition of 'cyberbullying' as identified in cyber safety guidelines for schools?
(A) Transmitting routine academic homework assignments and study materials using institutional student email accounts
(B) Registering and participating actively in intra-school or national online competitive coding and robotics competitions
(C) Transmitting threatening, harassing, or humiliating digital content targeted at a peer via social media
(D) Browsing designated academic web portals and digital reference repositories recommended by classroom subject teachers

39. What is the recommended practice regarding the use of internet and digital devices in school computer labs under Cyber Safety Guidelines?
(A) Permitting completely unrestricted web browsing access so that enrolled students develop digital autonomy without adult monitoring
(B) Disabling internet connectivity entirely across all academic classrooms, computer laboratories, and administrative departments
(C) Restricting high-speed internet network access exclusively to authorized school administrative clerks and office staff
(D) Deploying firewall content filters, blocking restricted sites, and maintaining teacher supervision during lab sessions

40. Consider the following measures for enhancing the physical safety and privacy of girl students in school premises:
I. Provision of separate, functional toilets with running water, proper doors, and sanitary napkin vending/disposal facilities.
II. Ensuring female attendants or female security personnel are posted near washrooms and primary sections.
III. Installation of functional CCTV cameras inside girl student changing rooms and washroom cubicles.
IV. Establishing a functional Complaints Committee for addressing issues of sexual harassment and safety concerns.
Which of the above statements represent correct guidelines?
(A) I and II only
(B) I, II and IV only
(C) II, III and IV only
(D) I, II, III and IV

41. What is the function of 'Complaints / Suggestion Boxes' installed in schools as per child safety guidelines?
(A) To solicit voluntary monetary contributions and financial donations from parents for physical campus infrastructure development
(B) To offer an anonymous, safe channel for students to report grievances, safety threats, or harassment
(C) To gather anonymous student evaluations regarding classroom teacher performance for determining annual salary increments
(D) To receive formal written student applications requesting short-term leave of absence from daily academic classes

42. Who is mandated to head the School Safety Committee in a school?
(A) The local Police Station House Officer (SHO)
(B) The Head of School / Principal
(C) The Chairperson of the Municipal Corporation
(D) The Student Cabinet President

43. What is the frequency prescribed for conducting comprehensive Periodic Safety Audits in schools according to national guidelines?
(A) Conducted twice a year or prior to the commencement of each new academic session
(B) Executed on a mandatory cycle once during every five consecutive calendar years
(C) Executed on a mandatory cycle once during every ten consecutive calendar years
(D) Mandated exclusively in the immediate aftermath of a major disaster or tragic campus accident

44. What action must a Principal take if a safety audit report identifies structural distress (e.g., severe cracking in ceiling beams) in a classroom block?
(A) Continue holding routine classroom sessions while requesting repair funds in the upcoming annual financial budget allocation
(B) Ignore minor visual cracks on ceiling support

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141. (D) I, II, III and IV
Section 9 defines aggravated sexual assault to include offences committed by persons in authority, against disabled children, by groups acting in common intention, or during public violence. Heightened statutory penalty reflects extreme abuse of power, vulnerability exploitation, and collective violence against minor victims in society.

142. (C) Restrain the Vice-Principal from writing her appraisal and recommend transfer
Under Section 12 and Rule 8, if a respondent threatens a complainant during inquiry, ICC can recommend interim relief restraining the respondent from evaluating performance appraisal reports and recommending administrative transfer, protecting complainants from workplace intimidation and retaliatory victimization throughout inquiry proceedings.

143. (A) Imprisonment for not less than 7 years to life, and fine
Section 14(2) prescribes punishment for using children for pornographic purposes for commercial gain, mandating rigorous imprisonment for a term not less than seven years extending to life imprisonment, along with fine, imposing severe statutory deterrence against commercial child sexual exploitation networks and illegal media operations.

144. (C) Any person in charge of media, hotel, studio, cyber cafe, or facility
Section 20 mandates that any person in charge of media, hotel, studio, cyber cafe, or facility who finds child pornographic material shall report it immediately to police. Failure to report child pornography constitutes a punishable criminal offence under Section 21 of the POCSO Act across all commercial facilities.

145. (B) I, II and III only
Sexual harassment constitutes official misconduct under Rule 3C of CCS (Conduct) Rules. ICC inquiry satisfies inquiry requirements under CCS (CCA) Rules, allowing Disciplinary Authorities to impose penalties. Government employees are fully covered under POSH, making statement IV completely incorrect while statements I, II, III are accurate and valid.

146. (D) Yes, failure to report by head of institution is an offence under Section 21(2)
Section 21(2) provides that any institutional head who fails to report suspected child sexual abuse commits a punishable criminal offence. Instructing parents not to lodge police complaints to preserve institutional reputation constitutes intentional non-reporting, rendering the Principal liable to imprisonment up to one year and fine under law.

147. (A) Both A and R are true and R is the correct explanation of A
Section 35(2) mandates recording child testimony in child-friendly environments without frequent adjournments. Prolonged trials and aggressive court settings heighten psychological trauma, so child-centric trial procedures minimize distress, safeguard emotional health, and deliver prompt justice for minor victims involved in abuse cases across Special Courts.

148. (C) Inquiry is conducted in such manner as prescribed under POSH Rules, 2013
Section 11(1) provides that where no service rules exist for non-governmental employees, the inquiry into sexual harassment allegations is conducted in such manner as prescribed under Rule 7 of POSH Rules, 2013, ensuring standardized administrative due process for all non-governmental workers in educational institutions.

149. (A) Teacher training curricula and staff orientation programs
Rule 3 of POCSO Rules, 2020 requires state governments to integrate child protection modules and POCSO awareness materials into teacher training curricula and staff orientation programs, building capacity among educators to detect, prevent, and report child sexual abuse in educational institutions systematically across the state.

150. (D) I, II, III and IV
Complete administrative compliance with POSH and POCSO requires constituting an ICC, displaying ICC and Childline 1098 details, orienting staff on mandatory reporting under POCSO Section 19, and conducting thorough employee background verification, establishing robust institutional child safety and anti-harassment frameworks across educational institutions effectively.

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22. What device is mandatory in all school buses to ensure real-time tracking and monitoring by school management and parents?
(A) Automated electronic fare collection and ticketing machine
(B) Advanced alcohol breathalyzer ignition interlock mechanism
(C) GPS tracking unit and CCTV surveillance camera system
(D) Radio Frequency Identification (RFID) library tag reader system

23. Under the National Disaster Management Authority (NDMA) Guidelines on School Safety Policy, which entity bears the primary duty to operationalize disaster management plans at the institutional level?
(A) National Disaster Response Force (NDRF)
(B) District Magistrate exclusively
(C) State Council of Educational Research and Training (SCERT)
(D) School Management Committee (SMC) / Head of School

24. What are the three broad stages of disaster risk management outlined in the NDMA framework for schools?
(A) Pre-disaster mitigation, During-disaster response, and Post-disaster recovery
(B) Institutional financial budgeting, operational plan execution, and post-event safety auditing
(C) Systematic hazard identification, routine fire evacuation drills, and emergency first aid provision
(D) Structural engineering design, formal architectural plan approval, and physical safety verification

25. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): School Disaster Management Plans (SDMP) must be updated annually through active participation of students, teachers, and local disaster management authorities.
Reason (R): Risk profiles and vulnerability factors of a school change over time due to structural modifications, demographic shifts, and environmental variations.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. Which of the following is considered a 'non-structural' hazard component in a school disaster management safety audit?
(A) Structural load-bearing capacity of reinforced concrete columns and support beams
(B) Loose hanging light fixtures, unanchored heavy almirahs, and unfastened ceiling fans
(C) Concrete roof slab structural integrity and main foundation load-bearing stability
(D) Deep concrete foundation depth and structural reinforcement of boundary walls

27. What is the main objective of mapping the hazard, vulnerability, and capacity (HVC) of a school in its Disaster Management Plan?
(A) To identify potential hazards, assess structural risks, and evaluate response capacity
(B) To prepare and submit comprehensive financial documentation to municipal tax authorities for commercial property valuation
(C) To evaluate institutional infrastructure investment levels for determining national academic quality accreditation rankings
(D) To calculate maximum permissible student enrollment limits and classroom seating capacity across various grade levels

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28. During a heavy monsoon season, a school building located near a low-lying storm drain experiences water ingress. The Principal checks the School Disaster Management Plan (SDMP) to initiate emergency evacuation. Which component of the SDMP specifically dictates the evacuation routes and assembly points?
(A) Financial Allocation Matrix
(B) Teacher Performance Evaluation Register
(C) Emergency Response Plan and Evacuation Map
(D) Student Attendance and Fee Exemption Schedule

29. According to National Building Code (NBC) and fire safety norms for educational buildings, what is the maximum permissible travel distance to reach a safe exit or staircase from any point on a floor?
(A) 15 meters
(B) 30 meters

CHAPTER 14

MoE, NCPCR, and NDMA Guidelines for School Safety and Security

1. What is the foundational principle underlying the safety framework for all educational institutions?
(A) Zero tolerance for any form of neglect, violence, abuse, or harm against children in schools
(B) Safety and security are secondary to academic excellence and pedagogical targets
(C) Responsibility for safety lies exclusively with external law enforcement agencies
(D) Guidelines apply only to government-run schools and exempt private unaided institutions

2. Which structural element must be formally constituted in every school to oversee safety implementation?
(A) School Academic Council
(B) Executive Vigilance Cell
(C) School Safety Committee
(D) Parent-Teacher Disciplinary Board

3. Child safety in schools is broadly categorized into which of the following three dimensions?
(A) Physical safety, Psycho-social safety, and Cyber/Digital safety
(B) Physical safety, Financial safety, and Infrastructure safety
(C) Classroom safety, Transport safety, and Administrative safety
(D) Environmental safety, Academic safety, and Legal safety

4. What is the designated role of the Head of School (Principal) regarding the accountability framework for school safety?
(A) The Head of School is solely responsible for academic delivery, while safety rests with the local police
(B) The Head of School delegates all safety compliance to the Vice-Principal without administrative liability
(C) The Head of School is only accountable for fire safety compliance and audit reports
(D) The Head of School acts as the primary custodian and designated authority responsible for overall school safety

5. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Schools are legally bound to ensure the physical and emotional safety of children within their premises and during school-sanctioned transportation.
Reason (R): Under the doctrine of in loco parentis, school authorities step into the shoes of parents and owe a duty of care to protect pupils from foreseeable harm.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. Which of the following is NOT an essential component of a Comprehensive School Safety Policy?
(A) Clear protocols for emergency response and evacuation
(B) Mandatory background verification of all regular and contractual staff
(C) Compulsory commercial insurance coverage for school physical properties only
(D) Institutionalized mechanisms for reporting child abuse and psychological distress

7. What is the standard requirement regarding the display of safety helpline numbers on school premises?
(A) Keeping helpline numbers stored securely in a confidential register within the Principal's administrative office
(B) Treating display of numbers as optional at the discretion of the institutional Management Committee
(C) Printing emergency numbers exclusively

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131. (A) Failure to provide assistance and maintain a safe workplace free from harassment
Section 19 obligates employers and senior officials to maintain safe workplaces free from harassment and assist victims filing complaints. Advising complainants to drop harassment complaints violates statutory duty, encouraging hostile environments and obstructing access to legitimate administrative redressal mechanisms guaranteed under law across all public institutions.

132. (C) Under Rule 14(2) of CCS (CCA) Rules, ICC is deemed to be the Inquiring Authority
Under Rule 14(2) proviso of CCS (CCA) Rules, 1965, the Internal Complaints Committee is deemed to be the Inquiring Authority for inquiring into sexual harassment charges. The inquiry conducted by ICC fulfills requirements of formal departmental inquiry without requiring separate preliminary inquiries by disciplinary authorities in government service.

133. (A) Treats ICC report as Inquiry Report under CCS (CCA) Rules and acts upon it per Rule 15
When ICC concludes allegations are proved against a government employee, the Disciplinary Authority treats the ICC report as an Inquiry Report under Rule 15 of CCS (CCA) Rules, issuing show-cause notices and imposing major or minor service penalties adhering to statutory service regulations and due process.

134. (D) As spoken by the child in presence of advocate or parent
Section 25 provides that statements recorded by Judicial Magistrates under Section 164 CrPC shall be recorded as spoken by the child in the presence of legal advocate or parents, ensuring authentic documentation without altering words into legal jargon or pressuring the child during official judicial proceedings.

135. (B) I, II and IV only
External ICC members bring impartiality, receive allowances under POSH rules, and come from NGOs committed to women's causes or familiar with harassment issues. Crucially, external members must not be government servants from the same establishment to prevent organizational bias and internal conflict of interest during proceedings.

136. (C) Inform the Principal, who must report it to SJPU or local police
Section 19 obligates teachers who learn of child sexual abuse to inform school authorities, enabling immediate reporting to police or SJPU. Outside status of offenders does not exempt reporting, as POCSO mandates reporting any child sexual abuse regardless of offender identity or location across all situations.

137. (A) Both A and R are true and R is the correct explanation of A
Section 23 strictly prohibits media disclosure of child victim identity. Non-disclosure safeguards children from social stigma, victim-blaming, and secondary psychological trauma, ensuring child privacy and well-being are protected while criminal cases proceed through investigation and trial in Special Courts under statutory directives.

138. (A) Assisting in providing care, emergency shelter, and medical help in coordination with CWC
Rule 4 of POCSO Rules, 2020 requires District Child Protection Units (DCPU) to assist CWC in providing immediate care, emergency medical assistance, psychological counseling, and rehabilitation shelter for child victims, ensuring integrated social support mechanisms during legal proceedings and police investigations across districts.

139. (B) In accordance with service rules or contract terms, or as prescribed
Section 11(2) provides that where the respondent is a contractual employee, the ICC conducts the inquiry in accordance with service rules applicable to contractual employees or contract terms, ensuring due process before terminating contracts or imposing penalties for proved sexual harassment misconduct at workplaces.

140. (A) Provide reasonable assistance to the woman to make the complaint in writing
Section 9(1) proviso mandates that where an aggrieved woman cannot make a written complaint, the Presiding Officer or any committee member shall render all reasonable assistance to her to reduce the complaint into writing, ensuring administrative support for illiterate or disabled victims seeking justice under the Act.

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directly to meet classroom teachers during active teaching hours

15. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Background verification of school staff must include both character verification by local police and verification of previous employment credentials.
Reason (R): Structural verification measures minimize the risk of engaging personnel with prior records of child sexual offenses or legal disqualifications.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

16. What is the mandated protocol regarding the verification of driver credentials for school buses?
(A) Driver must pass a specialized academic qualification examination administered directly by the Directorate of Education
(B) Holding any valid private light motor vehicle driving license is considered fully sufficient for operating school buses
(C) Formal police verification is required only if the prospective driver has previously worked in a neighboring state
(D) Driver must hold a valid commercial license with 5 years experience and completed police verification

17. As per guidelines on CCTV installation in schools, which of the following areas should STRICTLY NEVER be brought under CCTV camera coverage?
(A) Toilets, washrooms, and changing rooms
(B) Main entry gates, emergency exit doors, and perimeter boundary walls
(C) Primary floor corridors, central staircases, and entrance lobbies
(D) Regular classroom interiors, academic halls, and outdoor playgrounds

18. A Principal receives a request from a parent demanding live streaming access to CCTV footage of a classroom where their child studies. Applying the guidelines on CCTV surveillance in schools, how should the Principal respond?
(A) Grant full live-streaming access immediately to any requesting parent upon payment of a nominal administrative surveillance fee
(B) Refer the individual parental request to the Directorate of Education while suspending all classroom instruction until formal approval
(C) Deny live streaming to protect privacy, but allow regulated viewing of recorded footage for verified safety complaints
(D) Turn off all functional CCTV cameras in that specific classroom permanently to eliminate potential privacy conflicts with parents

19. According to CCTV surveillance guidelines for schools, what is the minimum recommended retention period for CCTV footage recordings?
(A) 7 days
(B) 15 days
(C) 30 days
(D) 180 days

20. Consider the following safety features mandated for school buses under Supreme Court guidelines and transport safety regulations:
I. Painting the exterior of the school bus in standard Highway Yellow color.
II. Display of "School Bus" prominently on the front and back of the vehicle.
III. Installation of speed governors restricted to a maximum speed limit of 40 km/h.
IV. Provision of a horizontal bar on windows and emergency exit doors.
Which of the above safety features are mandatory for school buses?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

21. What is the statutory requirement regarding the presence of an escort on a school bus carrying young children or female students?
(A) An escort is optional if the driver has more than 10 years of experience
(B) A trained female attendant or conductor must be present in the bus throughout the journey
(C) Parent volunteers must rotate mandatory daily duty as bus escorts
(D) Student monitor from Senior Secondary classes is legally recognized as the designated bus escort

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within the annual school prospectus distributed to parents
(D) Displaying toll-free child helpline (1098) and emergency numbers prominently at accessible campus locations

8. A newly established school is setting up its safety framework. During an inspection, the auditor notes that while fire extinguishers are installed, the school lacks a designated Psycho-social Support System and Child Abuse Monitoring Committee. What immediate action should the Principal take?
(A) Formulate the Child Abuse Monitoring Committee and designate a qualified teacher-in-charge immediately
(B) Defer all administrative action until the annual safety grant is formally sanctioned by the education department
(C) Inform auditing officials that psycho-social safety falls outside the jurisdiction of school administration
(D) Issue a formal circular directing parents to address all emotional and psychological concerns at home

9. Under the Protection of Child Rights framework, which statutory body is empowered to monitor the implementation of child rights and safety in schools across India?
(A) National Council of Educational Research and Training (NCERT)
(B) National Commission for Protection of Child Rights (NCPCR)
(C) Central Board of Secondary Education (CBSE)
(D) University Grants Commission (UGC)

10. Consider the following statements regarding the functions of the National Commission for Protection of Child Rights (NCPCR) in relation to school safety:
I. Recommending measures for the effective implementation of child rights protection mechanisms in educational institutions.
II. Inquiring into complaints regarding violation of child rights in schools and taking suo motu cognizance.
III. Directly punishing non-compliant school staff by issuing criminal sentencing orders.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

11. Which manual published by the NCPCR provides exhaustive safety guidelines covering structural, non-structural, electrical, and personal safety in schools?
(A) Manual on Safety and Security of Children in Schools
(B) Comprehensive National Curriculum Framework for School Safety and Security
(C) Standardized Code of Conduct for Educational Administrators and School Heads
(D) Operational Disaster Risk Reduction in Indian Schools Reference Handbook

12. According to national school safety guidelines, what is the mandatory requirement regarding the boundary wall or fencing of a school campus?
(A) Boundary wall is optional if the school is located in a rural or low-density area
(B) Low hedges or wire mesh up to 3 feet are sufficient for aesthetic visibility
(C) High boundary wall with secured entry/exit points to prevent unauthorized entry and exit
(D) Boundary wall responsibility lies entirely with the Public Works Department (PWD) without school intervention

13. Which among the following school personnel must undergo mandatory police verification before appointment or engagement?
(A) Permanent and regular classroom teaching staff members only
(B) Administrative desk personnel and contractual campus security guards only
(C) Contractual bus drivers and outsourced housekeeping personnel only
(D) All teaching, non-teaching, administrative, and contractual personnel

14. What specific requirement is laid down regarding visitor management at school entry gates?
(A) Permitting visitors free entry during school hours whenever they are accompanied by an enrolled student
(B) Collecting physical identity cards from all visitors and retaining them permanently in administrative custody
(C) Maintaining a visitor logbook recording visitor identity, purpose, contact details, and entry/exit times
(D) Allowing visitors to enter instructional zones

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(C) 60 meters
(D) 100 meters

30. Consider the following fire safety equipment requirements for educational buildings as per National Building Code (NBC) norms:
I. Installation of ABC type Portable Fire Extinguishers on each floor near exits.
II. Fire Hose Reel systems and Overhead Fire Water Storage Tanks.
III. Automatic fire alarm systems in high-rise or multi-storey school buildings.
Which of the above statements are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

31. What is the mandatory minimum frequency prescribed by guidelines for conducting fire evacuation drills in schools?
(A) Mandatory conduct once every three calendar years
(B) At least twice a year (every six months)
(C) Mandatory conduct once during every academic year
(D) Mandatory conduct once during every calendar month

32. Which authority is responsible for issuing a valid Fire Safety Certificate / No Objection Certificate (NOC) to a school building?
(A) Union Ministry of Education, Government of India
(B) Central Board of Secondary Education (CBSE) Administration
(C) Office of the District Civil Defence Officer Exclusively
(D) State / Union Territory Fire Services Department

33. What is the correct immediate drill protocol prescribed for students and staff inside a classroom during an earthquake emergency?
(A) Drop, Cover, and Hold On under a sturdy desk or table until shaking stops
(B) Evacuate the room by running out of the building immediately without waiting for instructions
(C) Move quickly towards exterior glass windows to signal outside emergency rescue teams
(D) Gather all students together in the middle of the classroom under ceiling light fixtures

34. What is the primary post-earthquake safety protocol before re-entering a school building after severe shaking has ceased?
(A) Resume normal classroom instruction immediately to ensure no loss occurs in the academic syllabus schedule
(B) Permit senior secondary students to re-enter the building premises to clear fallen furniture and light debris
(C) Await structural safety clearance from qualified engineers before permitting re-entry into the building
(D) Organize an immediate outdoor assembly or sports event in the central courtyard to keep students occupied

35. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Every school must maintain a designated, fully stocked First Aid kit and have trained staff certified in basic emergency First Aid and CPR.
Reason (R): Immediate medical assistance during the 'Golden Hour' significantly reduces mortality and trauma impact during accidents or medical emergencies.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

36. What is the mandatory protocol for a school in the event of a serious medical emergency involving a student during school hours?
(A) Delay all emergency transport or treatment measures until parents physically arrive at the school premises
(B) Administer high-dosage prescription pain medications stored in the school staff room emergency first aid box
(C) Dispatch the unwell student directly to their home address unaccompanied via hired local auto-rickshaw transport
(D) Administer first aid, arrange medical transport to a hospital, and inform parents immediately

37. As per guidelines on Prevention and Elimination of Bullying and Ragging in Schools, what

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beams provided they measure less than two inches in total structural width
(C) Isolate the distressed area, relocate students, and report to safety authorities for urgent structural appraisal
(D) Apply fresh coats of plaster and paint over structural cracks to avoid causing unnecessary panic among parents and students

45. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Electrical wiring and equipment in schools must undergo regular inspection and safety certification by licensed electrical inspectors.
Reason (R): Short circuits and electrical faults are among the leading causes of structural fire hazards in public and educational buildings.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

46. What is the designated primary emergency response number in India for immediate assistance from Fire, Police, and Emergency Medical Services?
(A) 100
(B) 108
(C) 112
(D) 1091

47. Which statutory provision strictly mandates reporting of any sexual offense against a child in a school to the police by school authorities?
(A) Section 12 of the Right to Education Act, 2009
(B) Section 19 and Section 21 of the POCSO Act, 2012
(C) Rule 44 of the Delhi School Education Rules, 1973
(D) Section 138 of the Negotiable Instruments Act, 1881

48. A student approaches a teacher and confides that they are being harassed and touched inappropriately by a contract worker on school campus. The teacher informs the Principal. According to statutory guidelines and safety norms, what should the Principal do immediately?
(A) Advise the student and family to drop the grievance quietly in order to safeguard the academic institution's public standing
(B) Conduct an internal informal inquiry and terminate the contract worker immediately without filing any official report with law enforcement
(C) Await the student's parents submitting a notarized formal written affidavit before initiating any official administrative action
(D) Report immediately to local police or SJPU under POCSO Act Section 19, and provide immediate counseling and safety

49. As per safety guidelines, what step must be taken regarding hazardous chemical storage in school science laboratories?
(A) Chemicals must be kept in locked cabinets under qualified supervision with MSDS labels
(B) Chemicals may be stored openly on accessible lab shelves to facilitate quick student usage during practical science classes
(C) On-site storage of all laboratory chemicals within educational school premises is completely prohibited by regional safety directives
(D) Storage and distribution of laboratory chemicals is delegated entirely to appointed senior student lab monitors

50. Consider the following statements regarding the role of School Management Committees (SMC) in school safety under RTE guidelines:
I. SMCs are empowered to monitor the safety and physical infrastructure standards of the school.
II. SMCs participate in the preparation of the School Disaster Management Plan.
III. SMCs have statutory authority to directly arrest offenders involved in safety violations on campus.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

51. Which document serves as the supreme national code guiding fire safety standards, structural engineering safety, and exit requirements for educational buildings in India?

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statutory POCSO Act directly to primary section students for self-study reading

92. Which body publishes detailed guidelines for 'Safe Use of Internet, Gadgets and Media in Schools'?
(A) Department of Financial Services, Ministry of Finance
(B) Sports Authority of India (SAI) Administrative Wing
(C) NCERT / Ministry of Education, Government of India
(D) Ministry of External Affairs, Government of India

93. What safety protocol must be followed when storing heavy equipment or materials in school store rooms or workshops?
(A) Heavy materials and equipment should be positioned on high top shelves to maximize available floor space in storage rooms
(B) Equipment items may be stacked loosely up to full ceiling height in close proximity to primary emergency exit doors
(C) Institutional storage rooms should remain completely unlit without electrical fixtures to conserve energy costs
(D) Store heavy items on lower shelves or floor level, securing them against falling during earth tremors or accidents

94. According to guidelines, what is the role of a 'Safe Transport Committee' formed at the school level?
(A) To determine and regulate fare ticket pricing structures for public municipal bus transport across the metropolitan city
(B) To assess and collect statutory municipal road taxes and toll fees from commercial transport vehicles operating in the area
(C) To inspect transport vehicles, verify driver credentials, review bus routes, and resolve safety complaints
(D) To evaluate driving skills and issue official commercial motor vehicle driving licenses directly to school bus drivers

95. What specific design requirement applies to school windows on upper floors to prevent accidental falls by young children?
(A) Windows on upper floors must be left completely unbarred without safety grilles to maximize natural fresh air ventilation
(B) Equip upper floor windows with protective iron grills or safety bars with gaps not exceeding 10-12 cm
(C) Upper story window panes must be constructed using unreinforced plain glass without protective exterior frame support
(D) Window sills on upper floor corridors should be constructed at floor level without installing protective parapet walls

96. Under the guidelines for disaster risk reduction, what is a 'Non-Structural Mitigation' measure in a school setting?
(A) Structural retrofitting of load-bearing concrete pillars and foundational support beams using reinforced steel jackets
(B) Demolishing structural brickwork and completely rebuilding the multi-storey institutional administrative block
(C) Constructing a reinforced underground earthquake shelter basement beneath the main school playground area
(D) Anchoring heavy bookcases to walls, repairing loose ceiling plaster, and keeping exit corridors clear

97. What is the standard protocol for handling an unidentified, unattended package found on school premises?
(A) Do not touch the package, evacuate the immediate area, and inform local police or bomb disposal squad immediately
(B) Unwrap and open the unattended package immediately in the classroom to inspect its internal contents and identify ownership
(C) Pick up and transport the unattended package directly to the Principal's administrative office for temporary safe keeping
(D) Dispose of the unidentified package immediately by throwing it into the institutional waste incinerator or outdoor dustbin

98. Which of the following represents a correct safety standard for school science laboratories where liquefied petroleum gas (LPG) burners are used?
(A) Liquefied gas cylinders must be positioned directly beneath individual student laboratory workstations for convenient access
(B) Flexible rubber gas connection tubing may be utilized indefinitely without undergoing routine safety replacement inspections
(C) Main gas supply cutoff valve must be accessible, clearly marked, and closed after

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59. What safety guideline applies to play equipment and swings installed in school primary playgrounds?
(A) Inspect regularly for structural corrosion or sharp edges, anchoring securely over soft impact surfaces like sand or turf
(B) Play equipment must be installed directly over hard concrete surfaces to maximize long-term equipment structural durability
(C) Formal safety inspection of playground equipment is required strictly after a student sustains a physical injury on campus
(D) Play equipment maintenance and safety inspection is the exclusive responsibility of the commercial equipment supplier for 20 years

60. Consider the following measures related to cyber safety for students in schools:
I. Educating students on password protection, avoiding sharing personal identity online, and recognizing phishing attempts.
II. Establishing clear guidelines against posting unauthorized images/videos of peers or teachers online.
III. Restricting access to dangerous, gambling, or adult websites through institutional web filtering software.
IV. Forcing students to reveal their personal social media passwords to school administration for routine monitoring.
Which of the above measures are consistent with national cyber safety guidelines?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

61. What is the rule regarding pest control and chemical fumigation in school premises?
(A) Fumigation must be conducted during active classroom hours to ensure immediate pest elimination and campus disinfection
(B) Chemical pest control procedures are strictly prohibited inside educational institution buildings under all circumstances
(C) Routine chemical pest control operations can be carried out by senior students as part of practical vocational training
(D) Execute pest control using eco-friendly non-toxic chemicals during weekends or holidays when students are absent

62. Which authority issues specific guidelines for child safety, infrastructure, and pedagogical standards for pre-primary sections/schools?
(A) Bureau of Indian Standards (BIS) Exclusively
(B) Sports Authority of India (SAI) Central Administration
(C) Directorate of Education (DoE) / NCPCR / NCF-FS
(D) Public Works Department (PWD) Exclusively

63. Under NDMA guidelines, what component should every classroom carry to aid rapid evacuation during an emergency?
(A) A comprehensive master roster detailing all institutional staff salary structures and bank accounts
(B) A printed floor plan showing primary and secondary emergency evacuation routes posted near the door
(C) Heavy wooden barrier furniture intended to block classroom entry doorways during external security alerts
(D) An individual personal portable fire extinguisher unit mounted beside every student classroom desk

64. What is the role of a 'Nodal Teacher for Safety' appointed in a school under safety guidelines?
(A) To perform gatekeeper and security guard duties at the primary school entrance during daily student arrival and departure hours
(B) To serve as designated legal counsel representing the educational institution in formal court proceedings and dispute arbitrations
(C) To personally provide financial funding for the procurement of emergency fire extinguishers and physical safety equipment
(D) To serve as nodal contact for safety compliance, coordinate committee meetings, oversee audits, and manage emergency reporting

65. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Corporations or private contractors providing mid-day meals (PM POSHAN) or school transport must adhere strictly to certified safety and hygiene standards.
Reason (R): Institutional vicarious liability holds school management accountable for the safety and well-being of students serviced through outsourced service providers.

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(A) National Building Code of India (NBC)
(B) Central Public Works Department Manual
(C) General Financial Rules (GFR)
(D) Indian Penal Code (IPC)

52. What is the rule regarding structural safety certification of school buildings?
(A) A structural safety certificate is mandated strictly once during initial school registration and requires no subsequent renewal
(B) Structural safety compliance is self-certified directly by the Head of School submitting a signed declaration on plain paper
(C) Formal structural certification is required exclusively for school buildings that exceed ten stories in vertical height
(D) Structural safety certificate from an empanelled structural engineer, municipal authority, or PWD is mandatory

53. According to NDMA guidelines, what is the role of student safety clubs or student disaster management squads in schools?
(A) To assume primary emergency response duties and replace professional fire services during major catastrophic disasters
(B) To foster disaster preparedness, build awareness, engage in peer safety education, and assist during drills
(C) To execute direct structural engineering inspections and physical building repairs across academic campus facilities
(D) To oversee and manage institutional financial budgeting and procurement expenditures allocated for disaster management

54. What is the mandatory protocol for managing school drinking water tanks and sanitation facilities under health and safety guidelines?
(A) Overhead drinking water storage tanks require physical cleaning only when visible water discoloration or foul odor occurs
(B) Laboratory water quality testing for chemical and bacterial potability is optional for government-run educational institutions
(C) Clean and disinfect water tanks periodically (at least twice a year) and test water potability at certified laboratories
(D) Rooftop water storage tanks should remain uncovered without locked lids to allow natural aeration and direct sunlight exposure

55. What is the primary purpose of conducting "Mock Drills" in schools for disaster preparedness?
(A) To satisfy administrative record-keeping compliance requirements on paper without involving active student participation
(B) To observe national disaster awareness days by organizing student cultural performances and speech competitions
(C) To identify and impose administrative penalties on enrolled students who demonstrate slow movement during exit drills
(D) To test emergency response systems, measure evacuation time, build muscle memory, and address operational gaps

56. As per transport safety rules, what is the maximum speed permitted for vehicles transporting school children within urban municipal limits?
(A) 20 km/h
(B) 40 km/h
(C) 60 km/h
(D) 80 km/h

57. Which specific safety precaution must be observed regarding school gates during instructional hours?
(A) Main campus gates must remain fully open during instructional hours to ensure unimpeded traffic flow for visitors
(B) Keep gates locked or guarded by security personnel to control access and prevent unauthorized entry or departure
(C) Entry gates should be padlocked from the outside during class hours with no emergency key retained on school premises
(D) Access control and gate monitoring duties should be assigned solely to senior secondary student council monitors

58. Under anti-bullying guidelines, what is the pedagogical approach recommended for managing students who exhibit bullying behaviors?
(A) Immediate permanent expulsion from the educational institution without granting formal counseling or a disciplinary hearing
(B) Restorative justice, counseling, parental involvement, and constructive guidance paired with suitable administrative steps
(C) Public reprimand and formal disciplinary humiliation conducted during school morning assembly in front of all peers
(D) Direct transfer of the offending student to a specialized juvenile correctional facility without holding an internal inquiry

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any water-based activity

72. Which statutory agency provides specific technical guidelines on structural design for earthquake-resistant construction of educational buildings in India?
(A) Bureau of Indian Standards (BIS)
(B) Central Vigilance Commission (CVC)
(C) University Grants Commission (UGC)
(D) National Disaster Response Force (NDRF)

73. Under the NDMA framework, what is the role of 'Disaster Management Awareness Sessions' in school morning assemblies?
(A) To communicate term-end examination orientation rules and academic instructions to senior secondary grade students
(B) To sensitize students and staff on hazards, safety behaviors, exit protocols, and emergency helplines
(C) To permanently substitute daily physical education and outdoor sports periods with indoor lecture sessions
(D) To review quarterly institutional administrative budget allocation compliance and financial expenditure reports

74. Which of the following is an essential requirement for school staircases as per NBC safety standards?
(A) Staircase passages may be locked or blocked during term examinations to regulate student movement between floor levels
(B) Staircases must feature non-slip treads, continuous handrails on both sides, and unobstructed passage clear of stored junk
(C) Spiral staircases with narrow steps and metal railings are recommended as primary emergency escape routes in multi-storey buildings
(D) Provision of a single central staircase is legally sufficient for a five-storey school building housing over two thousand students

75. What requirement is laid down regarding psycho-social safety in schools?
(A) Deploying qualified counsellors or wellness teachers and fostering a safe environment for socio-emotional wellbeing
(B) Mandating formal psychiatric evaluation and medication for all enrolled students who perform poorly in academic examinations
(C) Institutionalizing physical segregation of students into separate learning sections based on their socio-economic background
(D) Relying exclusively on strict institutional discipline committees and physical drill routines to enforce student mental toughness

76. What is the correct protocol for managing hazardous material or chemical spills in school laboratories?
(A) Instruct primary section housekeeping staff to immediately wash the chemical spill down floor drains using hot tap water
(B) Cover the spilled chemical substance using loose notebook paper and proceed with conducting the ongoing practical examination
(C) Evacuate the lab, isolate the area, apply neutralizers per MSDS protocols, and ensure trained staff handle cleanup
(D) Lock the laboratory door permanently from the outside without submitting an emergency report to the Principal's office

77. Under transport safety norms, what requirement applies to the seating capacity of school vans/ buses carrying children?
(A) Carrying up to double the officially registered seating capacity is legally permitted for young children under 12 years
(B) Statutory seating capacity compliance rules apply exclusively to long-distance inter-state educational excursion travel
(C) The vehicle driver holds discretionary authority to accommodate standing student passengers up to 50% of seating capacity
(D) Overcrowding beyond authorized registered seating capacity is strictly illegal and prohibited

78. Which of the following is a primary duty of the School Safety Committee during its regular meetings?
(A) Standardizing weekly teacher lesson plans, classroom pedagogical strategies, and academic syllabus completion timelines
(B) Reviewing and approving commercial business operational licenses for local private shopkeepers located outside institutional boundary limits
(C) Reviewing safety audit findings, monitoring risk mitigation, updating response plans, and resolving safety grievances
(D) Determining annual tuition fee structure increases and special activity charges for the upcoming academic session

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In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. Which type of fire extinguisher is generally suitable for multi-purpose fire risks including class A (ordinary combustibles), class B (flammable liquids), and class C (electrical fires) in school environments?
(A) Water Type Extinguisher apparatus only
(B) Pure Sand Buckets mounted on wall racks exclusively
(C) ABC Dry Powder / CO2 Type Extinguisher
(D) Chemical Foam Type Extinguisher apparatus only

67. What is the prescribed height requirement for parapet walls or protective railings on balconies and roof terraces in school buildings to prevent accidental falls?
(A) Minimum 0.5 meters
(B) Minimum 0.75 meters
(C) Minimum 1.2 meters (120 cm) with no climbing rungs
(D) Parapet walls are optional if roof access is restricted by a wooden door

68. During a routine safety walk, a Principal observes that a contractor repairing the school building has left open electrical wiring, unsecured scaffolding, and loose debris near the student assembly ground. What immediate administrative action should the Principal take under safety guidelines?
(A) Issue a written administrative reminder to be formally reviewed during the upcoming quarterly school management committee meeting
(B) Impose a ten percent financial penalty deduction from the contractor's final invoice after completion of all building repairs
(C) Make a general announcement during morning assembly advising all students to walk carefully when passing near the construction area
(D) Halt construction in that zone, barricade the hazard from students, and require the contractor to rectify defects before work resumes

MCQGPT

69. Which guideline governs the safe storage and handling of LPG cylinders in school kitchens under PM POSHAN / Mid-Day Meal schemes?
(A) Cylinders should be positioned directly beneath student dining tables inside the mess hall to maximize available physical space
(B) Store cylinders in secure, ventilated, non-combustible enclosures outside the main cooking hall with leak detectors and cutoff valves
(C) Storage of LPG cylinders within school boundaries is completely banned; only traditional firewood fuel may be used for cooking
(D) Cylinders may be placed inside active academic classrooms during cooking provided all exterior windows remain fully open for ventilation

70. Consider the following statements regarding the safety protocols during school educational excursions/tours:
I. Prior written consent must be obtained from parents/guardians for every participating student.
II. A designated teacher-in-charge, along with adequate male and female teachers/ attendants, must accompany the group.
III. First aid kits, student emergency contact details, and route contingency plans must be carried.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

71. What is the mandatory protocol regarding water safety during school picnics or visits to rivers, lakes, or swimming pools?
(A) Students are permitted to swim freely provided they give a verbal declaration stating they possess adequate swimming skills
(B) Educational visits to natural water bodies are completely unregulated under guidelines if held during daylight hours
(C) Accompanying classroom teachers are required to function as certified deep-water rescue divers without relying on external assistance
(D) Mandating life jackets, certified lifeguards, and strict adult supervision before permitting

(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

86. What is the mandatory requirement regarding electrical panel boards and transformer installations near or within school premises?
(A) Electrical panels should be positioned inside primary classrooms to enable continuous visual monitoring by teachers
(B) Installing protective safety fencing around high-voltage power transformers located within school yards is entirely optional
(C) Keep electrical panels securely locked, insulated, danger-marked, and inaccessible to students
(D) Electrical panel board keys must be hung on an open wall hook located directly beside the primary building entrance

87. Under guidelines for safety of girl students, what precaution must be taken regarding maintenance workers (e.g., plumbers, electricians) working on school campus during school hours?
(A) External maintenance personnel are permitted to move freely without administrative oversight across all academic campus zones
(B) Executing any building maintenance or repair work during regular school operational hours is completely prohibited even in emergencies
(C) Oversight and monitoring of active maintenance workers on campus should be assigned to appointed senior secondary girl students
(D) Supervise all maintenance work in student-accessible areas through a designated staff member or security guard

88. A Principal observes during a routine inspection that several emergency exit doors on the second floor are locked from the outside with padlocks to prevent students from bunking classes. Evaluating this situation under NBC and safety norms, what immediate order should the Principal issue?
(A) Remove padlocks immediately, ensuring exit doors open outward easily while maintaining controlled security
(B) Formalize approval for padlocking emergency exit doors as an effective administrative measure to enforce student attendance
(C) Replace physical exterior padlocks with electronic combination keypads, sharing access codes exclusively with senior faculty members
(D) Remove all emergency exit signage permanently so that enrolled students remain unaware of alternative building egress routes

89. What is the role of a 'Child Protection Policy' (CPP) adopted by an educational institution?
(A) It defines quarterly tuition fee collection schedules, penalty rates, and administrative punishments for fee payment defaults
(B) It establishes staff conduct standards, abuse reporting procedures, safe touch guidelines, and child safety protocols
(C) It formulates institutional regulations governing teacher promotion criteria, seniority rankings, and casual leave allocations
(D) It outlines administrative procedures and eligibility requirements for organizing inter-school sports competitions and tournaments

90. Consider the following statements regarding heatwave safety guidelines issued for schools during summer months:
I. Adjusting school timings to operate in early morning hours and avoiding peak heat times.
II. Suspending outdoor sports activities and direct sun exposure during peak noon hours.
III. Ensuring availability of clean drinking water and Oral Rehydration Salts (ORS) / First Aid in school.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

91. What is the statutory duty of a school head under the POCSO Rules regarding awareness creation among students?
(A) Organize age-appropriate awareness sessions on personal body safety, good/bad touch, rights, and reporting channels
(B) Prohibit classroom discussions regarding personal body safety and touch to prevent causing emotional distress among young children
(C) Issue formal directives instructing parents to handle all personal safety and child protection training at home without school aid
(D) Distribute full legal text copies of the

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In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

106. What requirement applies to the storage of hazardous cleaning chemicals (e.g., acid, bleach, floor cleaners) by school housekeeping staff?
(A) Cleaning chemicals may be stored openly underneath student washroom sinks in unsealed plastic buckets
(B) Store chemicals in labeled original containers inside a locked closet off-limits to students
(C) Household chemical cleaning solutions may be placed conveniently on classroom window sills for quick access
(D) Chemical storage and application duties may be handled directly by appointed student cleanliness monitors

107. Which document outlines the rights of children to a safe, non-violent, and non-discriminatory environment in all educational institutions?
(A) DSEA&R 1973 / RTE Act 2009 / Safety Circulars
(B) Delhi Municipal Corporation Revenue and Commercial Property Code
(C) Statutory Indian Factories Act of 1948 and Industrial Safety Rules
(D) Consumer Protection Act of 2019 governing commercial service standards

108. During an afternoon storm, electrical lines outside the school snap and fall onto the metal boundary fence of the school grounds. Students are playing nearby in the yard. Applying emergency response protocols, what should the Head of School do FIRST?
(A) Dispatch the school maintenance electrician equipped with rubber gloves to physically remove the live electrical wire from the fence
(B) Instruct grounds staff to pour buckets of water on the downed wire immediately to prevent potential electrical fire hazards
(C) Sound emergency alert, move students indoors away from perimeter fence, and contact power company (DISCOM) and police
(D) Direct senior secondary student monitors to form a human chain around the area to block other children from approaching the fence

109. What is the primary guidelines-mandated feature of school kitchen hygiene under food safety regulations?
(A) Kitchen preparation areas should be integrated directly inside school chemical laboratories to optimize available space
(B) Institutional cooks are permanently exempt from routine medical health checkups provided they have served in school canteens for over five years
(C) Open outdoor wood-fire cooking without protective covers is encouraged to enhance traditional flavor profiles in meals
(D) Food preparation areas must be hygienic, ventilated, with cooks wearing gloves/ headgear and holding medical fitness certificates

110. Which safety feature is mandatory for all glass windows and doors installed near ground level or along high-traffic student corridors?
(A) Plain thin float glass panes installed without protective safety film, framing reinforcement, or warning markings
(B) Dark tinted mirror glass panels designed primarily to prohibit external visual viewing into interior spaces
(C) Toughened or laminated safety glass fitted with protective wire mesh/grill to prevent shatter injuries
(D) Decorative heavy stained-glass panels installed along corridor walls without internal structural frame support

111. What is the standard height and depth specifications for stair steps (risers and treads) in primary schools to prevent tripping and falling hazards?
(A) High riser height measuring 30 cm combined with narrow tread depth measuring 10 cm across all building staircases
(B) Low riser height (approx. 15 cm) and wide tread depth (approx. 30 cm) with anti-slip nosing
(C) Constructing staircases with variable step heights specifically to challenge student physical balance and coordination
(D) Smooth polished marble step surfaces installed on all student staircases without side protective handrails

MCQGPT

practical hours
(D) Laboratory windows must remain permanently sealed shut during active science experiments involving open gas burner flames

99. What is the primary objective of establishing an 'Internal Complaints Committee' (ICC) under the POSH Act, 2013 within a school administrative structure?
(A) To address and redress complaints of sexual harassment against female workplace employees
(B) To receive and adjudicate formal student grievances regarding academic marks evaluation and term examination grading
(C) To resolve internal financial salary disputes and contract disagreements between teaching faculty and school management
(D) To examine and investigate reported instances of student truancy, unexcused absences, and class attendance shortfalls

100. Consider the following key components of an effective School Security Plan:
I. Access control and perimeter security.
II. Staff background screening and identification badge protocols.
III. Emergency communication and evacuation plans.
IV. Disciplinary action against staff reporting safety violations.
Which of the above are valid components of a School Security Plan?
(A) I, II and III only
(B) I and II only
(C) II, III and IV only
(D) I, II, III and IV

101. What is the role of 'Safety Walks' conducted periodically by the Head of School along with the Safety Committee?
(A) To formally evaluate teacher classroom delivery styles and pedagogical performance during active instructional hours
(B) To inspect campus grounds, identify structural hazards, check emergency readiness, and execute corrective action
(C) To monitor and record student physical fitness endurance levels and track outdoor track running performance during PE periods
(D) To conduct routine room checks verifying that classroom light switches and fans are turned off during midday lunch breaks

102. Which specific protocol must be followed when a child is collected from school early during instructional hours?
(A) Enrolled children are permitted to leave with any adult visitor who verbally claims to be an authorized family relative
(B) Students may depart school grounds independently during class hours provided they submit a handwritten self-signed note
(C) Release child only to authorized parents verified via student gate pass and photo ID records
(D) Students are permitted to leave campus during instructional hours when accompanied by any peer enrolled in senior classes

103. Under guidelines for food safety in PM POSHAN / Mid-Day Meal, who is required to taste the cooked meal prior to serving it to children?
(A) Class monitor selected from the primary section
(B) Commercial catering contractor firm exclusively
(C) Local commercial shopkeeper operating in the immediate neighborhood
(D) Designated teacher and SMC member / Head of School

104. What is the primary function of an 'Emergency Evacuation Map' displayed in school corridors?
(A) To visually guide occupants along safe routes to designated assembly areas during emergencies
(B) To showcase modern architectural interior design features and structural layouts of the school building
(C) To display locations of senior administrative offices and faculty rooms for visiting parents and guest navigation
(D) To serve as decorative exhibition panels displaying student creative artwork during annual school day celebrations

105. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Fire drills in schools should include scenario variations such as blocked staircases or unannounced evacuation signals.
Reason (R): Real disaster situations are unpredictable, and variation in drill scenarios builds adaptive problem-solving skills rather than rote mechanical movement.

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79. Under cyber safety guidelines, what recommended measure protects students from cyber threats when accessing school Wi-Fi networks?
(A) Providing open, unencrypted public Wi-Fi access points throughout campus without requiring user authentication or passwords
(B) Deploying content filtering systems, firewall protection, and restricted access protocols on school Wi-Fi networks
(C) Encouraging enrolled students to bypass institutional network restrictions using anonymous virtual private network (VPN) proxy servers
(D) Disabling all institutional network firewalls and security filters to guarantee maximum download speeds for all connected devices

80. Consider the following statements regarding the role of Police and Local Administration in school safety:
I. Conducting routine patrolling near school zones during school opening and closing hours.
II. Verifying character credentials of school staff and transport crew.
III. Participating in mock disaster drills conducted by District Disaster Management Authorities (DDMA) in schools.
IV. Directly dictating classroom curriculum and pedagogical methodologies.
Which of the statements given above are correct?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

81. What is the primary focus of the 'Zero Tolerance Policy' in school safety guidelines?
(A) Zero tolerance towards any form of child abuse, corporal punishment, bullying, sexual harassment, or violence
(B) Strict zero tolerance towards student academic failures or low grade marks in annual terminal examinations
(C) Imposing immediate expulsion under zero tolerance policies when parents submit monthly tuition fees after due dates
(D) Enforcing strict zero tolerance penalties for minor non-compliance with prescribed daily student uniform codes

82. Which statutory document under the RTE Act, 2009 lays down the minimum physical infrastructure standards (such as all-weather building, barrier-free access, separate toilets) for schools?
(A) Section 35 of the RTE Act, 2009
(B) Article 21A of the Constitution
(C) The Schedule to the RTE Act, 2009
(D) Chapter IV of Delhi School Education Act, 1973

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83. What is the obligation of school heads regarding barrier-free access for Children with Special Needs (CwSN) under safety and accessibility standards?
(A) Providing ramps with proper slopes (1:12), handrails, tactile flooring, and disability-friendly toilets
(B) Accessibility infrastructure is legally mandated only within specialized special schools, exempting mainstream inclusive schools
(C) Allocating ground floor classrooms is considered sufficient, making structural modifications like ramps and elevators unnecessary
(D) Constructing barrier-free accessibility infrastructure is optional and contingent upon receiving dedicated public donations

84. Which authority formulates the District Disaster Management Plan (DDMP) that integrates school safety at the district level in India?
(A) District Institute of Education and Training (DIET) Administrative Board
(B) Executive Office of the Block Development Officer (BDO) and Local Rural Welfare Committee
(C) Municipal Corporation Standing Education Committee and Urban Cell
(D) District Disaster Management Authority (DDMA) chaired by the District Magistrate

85. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Corporal punishment and mental harassment are completely banned in all educational institutions in India under Section 17(1) of the RTE Act, 2009.
Reason (R): Physical punishment and emotional humiliation violate a child's fundamental right to dignity, personal liberty, and safe educational environment under Article 21 of the Constitution.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A

112. Under cyber safety protocols, what action should a school take if a student is victimized by cyberbullying or online grooming?
(A) Reprimand the victimized student severely for using digital devices during study hours and issue an immediate academic suspension
(B) Delete the student's complete academic enrollment record permanently to safeguard the educational institution's public reputation
(C) Dismiss and ignore the cyber complaint on grounds that online interactions occur strictly outside physical school premises
(D) Provide counseling, preserve digital evidence (screenshots), report to cyber crime authorities/police, and notify parents safely

113. What is the requirement regarding emergency lighting systems in multi-storey school buildings?
(A) Install emergency inverter backup lighting along all corridors, staircases, and exit routes during power failures
(B) Distributing handheld battery flashlights to individual student class monitors during power outages is legally sufficient
(C) Emergency backup lighting systems are mandated for installation exclusively within senior administrative office suites
(D) Placing open flame wax candles on staircase landings and corridor intersections during electrical power disruptions

114. Which specific authority conducts fire safety audits and issues Renewal Fire Clearance to school buildings periodically?
(A) Department of Science and Technology
(B) Ministry of Youth Affairs and Sports
(C) State / UT Fire Services Department
(D) Central Bureau of Investigation (CBI)

115. What is the obligation of school administration regarding disaster management training for teachers and staff?
(A) Conduct regular capacity building, emergency response, fire-fighting, and first-aid training workshops for staff
(B) Specialized disaster training modules are mandatory exclusively for Physical Education and sports faculty members
(C) Classroom teachers are expected to complete external self-training courses at their own personal expense on weekends
(D) Comprehensive disaster response training is restricted strictly to non-teaching administrative and clerical personnel

116. According to safety guidelines, what is the mandatory action regarding abandoned or open borewells/wells in or around school premises?
(A) Open borewells can be covered with loose wooden planks
(B) Displaying a small paper warning sign is legally sufficient
(C) Abandoned borewells are under exclusive jurisdiction of local municipal authorities, exempting school action
(D) Borewells must be securely capped, fenced, or filled up to prevent falling hazards

117. What is the standard protocol regarding the maintenance of First Aid Kits in schools?
(A) First Aid Kit supplies must remain permanently locked inside the Principal's personal administrative office cabinet
(B) Check kits monthly, restock expired medicines, and maintain them in accessible, marked locations across key zones
(C) Medical kit contents require routine evaluation and replacement strictly once during every five calendar years
(D) Mandatory First Aid Kit supplies are restricted strictly to basic medical cotton wool rolls and adhesive band-aids

118. A school plans to organize its annual sports day at an off-campus stadium. Applying the safety guidelines for off-site school events, what step is MANDATORY for the Principal before conducting the event?
(A) Delegate operational management entirely to external stadium staff without assigning school faculty supervision
(B) Collect and retain all student identity cards prior to departure to avoid accidental loss of official documents during off-campus events
(C) Secure local permissions, conduct an advance site safety audit, arrange medical support/ ambulance, and assign staff safety roles
(D) Levy compulsory non-refundable sports fees on participating students to finance private event liability insurance coverage

119. What protocol must be followed when a child shows symptoms of a contagious infectious disease (e.g., Measles, Chickenpox) during school hours?
(A) Require the unwell child to sit silently in the back row of the regular classroom until the

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146. What is the prescribed protocol for conducting school trips near mountain/hilly terrain or river basins?
(A) Organizing excursion trips spontaneously without conducting advance route mapping or hazard assessments
(B) Delegating route navigation and group travel decisions entirely to senior secondary student group leaders
(C) Advance route risk assessment, weather verification, local police registration, and strict safety adherence
(D) Undertaking outdoor trekking activities during active heavy rainfall warnings to build student physical resilience

147. What safety standard applies to the installation of ceiling fans in school classrooms?
(A) Securely anchor fans to structural slabs with safety drop-pins, keeping blades at least 2.75 meters above floor level
(B) Ceiling fans may be suspended directly from electrical conduit piping without installing structural safety drop-pins
(C) Low-hanging ceiling fans mounted at a height of 1.8 meters are permitted to provide enhanced direct airflow to students
(D) Fan blades manufactured from sharp unrounded metal are permitted without requiring safety height clearance checks

148. What is the obligation of school administration under POCSO Act guidelines regarding background checks of third-party vendors (e.g., canteen operators, security agencies)?
(A) Third-party vendor background verification is fully exempt provided the annual contract value remains below Rs. 50,000
(B) Relying exclusively on informal verbal assurances regarding employee character provided by vendor agency managers
(C) Formal police verification is mandated strictly for third-party vendor personnel operating on campus after school hours
(D) Mandating police verification certificates and character affidavits for all vendor personnel prior to campus access

149. Which regulatory authority provides safety standards for playgrounds, sports equipment, and physical education infrastructure in Indian schools?
(A) National Green Tribunal (NGT) Environmental Bench
(B) SAI / Bureau of Indian Standards (BIS) / Ministry of Education
(C) Central Vigilance Commission (CVC) Central Administrative Directorate
(D) Income Tax Department, Ministry of Finance

150. What is the ultimate administrative goal of implementing school safety guidelines in educational institutions?
(A) To maximize institutional financial revenue through collecting safety certification and compliance audit fees
(B) To permanently eliminate the operational need for physical education classes and outdoor sports activities in schools
(C) To create a safe, healthy, inclusive learning environment where every child thrives free from fear, hazard, and harm
(D) To transfer all institutional vicarious legal liability completely from school management to state disaster management agencies

MCQGPT

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(A) Executing administrative servicing strictly when noticeable changes in water taste or physical clarity occur
(B) Drinking water purification system servicing is mandatory strictly once during every five calendar years
(C) Regular servicing, filter replacement per manufacturer schedule, and periodic water potability testing
(D) Discarding internal purification filters permanently in order to increase daily drinking water output flow speed

127. Under NDMA guidelines, what is a 'Safe Assembly Area' in school premises?
(A) The central basement auditorium situated directly beneath the main multi-storey academic building block
(B) An open space away from buildings, overhead power lines, and structural hazards for post-evacuation assembly
(C) The indoor computer network laboratory situated on the top floor of the main institutional departmental building block
(D) The narrow central corridor passage running directly outside the Head of School's administrative office

128. A Head of School is reviewing the safety arrangements for an upcoming national entrance examination hosted at the school center. The expected footfall is 1,500 candidates. Applying administrative and safety guidelines, which setup is mandatory?
(A) Allowing all examination candidates to enter campus freely without identity card verification to avoid crowd delays
(B) Padlocking all emergency building exit doors during examination hours to prevent entry of unauthorized parents
(C) Delegating large candidate crowd management and entry queue control entirely to senior secondary student volunteers
(D) Open access gates, deploy security for crowd control, verify admit cards, ensure water/ toilet access, and set up first aid

129. What is the requirement for safety signage across school buildings under NBC and NDMA protocols?
(A) High-visibility glow-in-the-dark exit signs and evacuation direction arrows mounted at critical junctions
(B) Mounting small handwritten paper directional arrows taped along classroom floor skirts and door frames
(C) Displaying emergency safety signage written strictly in Latin to maintain universal international standardization
(D) Installing emergency exit signage exclusively along exterior perimeter boundary walls of the campus grounds

130. Which specific requirement applies to school bus drivers during duty hours regarding health and physical fitness?
(A) Physical medical evaluation is required strictly once during initial driver licensing issuance twenty years prior
(B) Routine breathalyzer alcohol testing is treated as optional provided the bus driver appears physically alert to supervisors
(C) Periodic medical checks including eye testing, reflex testing, and zero-tolerance for alcohol or drug influence
(D) Mandating formal eye vision testing exclusively for drivers operating school transport vehicles during night hours

131. What is the obligation of school heads regarding corporal punishment incidents under safety guidelines?
(A) Immediate inquiry, action against staff per service rules, reporting to authorities, and care for the child
(B) Suppressing official reporting of the corporal punishment incident while issuing a private verbal warning to the teacher
(C) Resolving the matter by transferring the victimized student to a different academic section without investigating staff
(D) Dismissing the physical corporal punishment incident as an acceptable and ordinary method of pedagogical classroom discipline

132. What is the role of 'Parent-Teacher Associations' (PTA) in enhancing child safety?
(A) PTAs hold statutory legal authorization to hire, evaluate, and terminate institutional school administrative staff
(B) PTAs manage all institutional financial bank accounts and oversee statutory audits of government educational institutions
(C) PTAs exercise final authority to determine academic syllabus structures and official textbook selections for all grade levels
(D) PTAs provide a platform to discuss safety concerns, participate in safety audits, and

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mechanisms, school administration must take immediate corrective action by constituting the required monitoring bodies and appointing responsible staff, thereby maintaining an active and fully compliant child protection ecosystem on campus.

9. (B) National Commission for Protection of Child Rights (NCPCR)
The National Commission for Protection of Child Rights serves as the statutory body mandated to monitor the implementation of child rights and safety standards across educational institutions. Established under parliamentary legislation, it evaluates protection mechanisms, investigates safety violations, issues official guidelines, and ensures that institutional frameworks adhere strictly to child protection laws.

10. (A) I and II only
Statutory commissions for child protection are empowered to evaluate safety implementation, recommend corrective measures, inquire into rights violations, and initiate suo motu proceedings. However, administrative commissions do not possess direct criminal sentencing powers, which remain under the exclusive jurisdiction of judicial courts and formal legal authorities within the law system.

11. (A) Manual on Safety and Security of Children in Schools
The Manual on Safety and Security of Children in Schools published by statutory authorities acts as an exhaustive national reference guide. It outlines standardized procedures covering structural integrity, non-structural risks, electrical installations, transport guidelines, and personal safety protocols required to establish an all-inclusive secure environment across all educational facilities nationwide.

12. (C) High boundary wall with secured entry/exit points to prevent unauthorized entry and exit
Physical perimeter security mandates the presence of robust, high boundary walls integrated with controlled entry and exit access points. Establishing secure physical boundaries prevents unauthorized external intrusion, restricts unmonitored student departure during operational hours, and creates a clear physical demarcation that forms the primary line of defense in campus safety management.

13. (D) All teaching, non-teaching, administrative, and contractual personnel
Safety protocols require mandatory police background verification for every individual working within an educational institution, including regular teaching staff, non-teaching employees, administrative personnel, and contractual workers. Comprehensive screening ensures that no individual with prior criminal convictions or child abuse records is granted physical access to students inside institutional campus spaces.

14. (C) Maintaining a visitor logbook recording visitor identity, purpose, contact details, and entry/exit times
Systematic visitor management protocols require recording full identity details, visit purpose, contact information, official photo identification verification, and exact entry and exit timestamps in a dedicated visitor logbook. Regulating gate access prevents unverified individuals from freely accessing instructional zones, thereby maintaining strict physical security across all operational school campus boundaries.

15. (A) Both A and R are true and R is the correct explanation of A
Rigorous background verification of educational staff requires obtaining official character verification from local police and validating past employment credentials. Thorough screening of structural background credentials minimizes risks associated with employing individuals who have prior criminal histories, child misconduct offenses, or statutory legal disqualifications, thereby strengthening institutional child protection measures.

16. (D) Driver must hold a valid commercial license with 5 years experience and completed police verification
Transport safety regulations require drivers operating student transit vehicles to possess a valid commercial driving license, demonstrate at least five years of professional driving experience, and successfully complete mandatory police background checks. These stringent prerequisites ensure that vehicle operators possess necessary driving competencies and maintain clear criminal histories before transporting students.

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(C) To post daily teacher attendance rosters, duty schedules, and substitute faculty leave allocations publicly
(D) To display commercial promotional advertisements and product catalogs from private safety equipment suppliers

140. Which guideline applies to the safety and security of school perimeter fencing/walls near public thoroughfares?
(A) Height of perimeter boundary walls should not exceed two feet to ensure maximum public visibility of school grounds
(B) Constructing physical boundary walls is prohibited under guidelines to foster open community integration and access
(C) Boundary wall height must be at least 6 feet with anti-climb provisions and secured gates
(D) Installing temporary woven bamboo fencing is recommended as standard perimeter security for urban school zones

141. What is the protocol for emergency communication with parents during a natural disaster or major safety crisis at school?
(A) Shut down all institutional telephone and internet communication lines completely to prevent news leakage to external media
(B) Direct individual classroom teachers to contact every parent manually using personal mobile phones without central administrative coordination
(C) Instruct gate security guards to verbally inform gathering crowds of parents about emergency developments at the main entrance
(D) Activate emergency communication channels (SMS broadcast, official portal, helpline) to provide accurate info and calm panic

142. What is the role of an 'Anonymous Safety Feedback Box' in monitoring school safety?
(A) It is utilized exclusively to collect anonymous student suggestions for upcoming academic examination question papers
(B) It functions as a designated central collection bin for gathering classroom scrap paper intended for recycling
(C) It provides students and staff a safe medium to report safety threats, bullying, or abuse without fear of retaliation
(D) It is unlocked and reviewed strictly during external statutory safety audits conducted once every five calendar years

143. What is the primary safety requirement for overhead water storage tanks installed on school roofs?
(A) Overhead storage tanks must feature open tops to harvest rainwater directly into the drinking water supply
(B) Securely lock covers, verify structural stability of supporting staging, and conduct routine water quality testing
(C) Lightweight plastic water tanks may be positioned loosely on sloped roof surfaces without structural anchorage
(D) Tank access covers should remain permanently unlocked to enable frequent physical inspection visits by student monitors

144. Which statutory requirement applies to school auditoriums and multi-purpose halls regarding emergency exits?
(A) Providing a single narrow exit door to regulate student crowd movement during large auditorium gatherings
(B) Installing exterior door locks that engage from the outside to prevent non-ticketed visitors from entering
(C) Arranging extra temporary seating rows that block main side evacuation corridors to maximize venue seating capacity
(D) Multiple outward-opening panic-hardware exit doors, wide aisles, clear gangways, and illuminated exit signage

145. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Comprehensive School Safety Plans must address both natural hazards (earthquakes, floods) and human-induced hazards (fire, chemical spills, violence, cyber risks).
Reason (R): A multi-hazard risk approach ensures institutional resilience and continuous safety against diverse physical, psycho-social, and environmental vulnerabilities.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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full school day concludes
(B) Dispatch the symptomatic child to travel home independently using public bus or municipal transport services
(C) Administer unprescribed strong antibiotic medications stored in the school administrative store room cabinet immediately
(D) Isolate the child in a medical room, notify parents immediately for pickup, and advise quarantine requirements

120. Which entity provides guidelines for structural safety auditing and earthquake retrofitting design for existing school buildings?
(A) Public Works Department (PWD) / CPWD
(B) National Book Trust (NBT) Executive Board
(C) Election Commission of India (ECI) Secretariat
(D) Railway Protection Force (RPF) Directorate

121. What requirement applies to electrical main switches and circuit breakers (ELCB/RCCB) in school infrastructure?
(A) Installing ELCB/RCCB circuit breakers is optional provided traditional ceramic fuse wires are fitted in main switchboards
(B) Install high-sensitivity Earth Leakage Circuit Breakers (ELCB/RCCB) to prevent electric shocks and electrical fires
(C) Main electrical circuit breakers should be installed inside student washrooms to enable rapid access by floor attendants
(D) School electrical distribution panel boards do not require mandatory grounding or structural earthing wire connections

122. Under the Anti-Bullying Guidelines, what role do student peer monitors play?
(A) Directly inflicting physical corporal punishment or disciplinary detention on offending bullies independently
(B) Acting as peer supporters, fostering an inclusive culture, and reporting incidents to teachers without vigilantism
(C) Imposing monetary fines and collecting cash penalties from disruptive student peers inside the classroom environment
(D) Conducting formal law enforcement and police-style criminal investigations against delinquent student offenders

123. What is the rule regarding the storage of flammable liquids (e.g., petrol, diesel for generators, laboratory solvents) on school premises?
(A) Store minimal quantities in approved containers within locked, ventilated, flame-proof areas away from students
(B) Flammable fuels may be stored openly in plastic buckets within diesel generator rooms accessible to all students
(C) Emergency generator fuel should be kept inside the main staff room to ensure convenience during power outages
(D) Storage of flammable liquid fuels on educational premises is completely exempt from statutory fire safety audits

124. What step is essential to ensure effective physical safety in school playgrounds during recess hours?
(A) Permitting enrolled students to play without adult presence or monitoring in order to foster personal independence
(B) Permanently locking primary playground entry gates during daily recess and lunch hours to prevent access
(C) Mandatory rostered active supervision by assigned duty teachers and sports staff across all playground zones
(D) Authorizing senior secondary students to supervise primary section play areas without active teacher oversight

125. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Cyber safety education must be integrated into the routine school curriculum and orientation programs for both students and parents.
Reason (R): Rapid digital proliferation exposes students to risks such as online grooming, cyberbullying, financial fraud, and exposure to inappropriate content.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

126. What protocol governs the installation and maintenance of drinking water purifiers/RO systems in schools?

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ANSWERS

1. (A) Zero tolerance for any form of neglect, violence, abuse, or harm against children in schools
Educational safety frameworks rest on the uncompromising principle of zero tolerance toward any neglect, violence, abuse, or harm inflicted on students. Schools are legally and morally obligated to maintain a protected environment. This foundational standard ensures that child protection remains paramount, overriding all administrative, academic, or operational considerations within institutional environments.

2. (C) School Safety Committee
Operational guidelines require every educational institution to formally constitute a dedicated School Safety Committee. This structural body assumes primary responsibility for planning, executing, and monitoring comprehensive safety protocols across campus premises. By involving diverse stakeholders, including school leadership, teachers, and parents, the committee ensures continuous vigilance, physical risk mitigation, and systemic compliance with national safety standards.

3. (A) Physical safety, Psycho-social safety, and Cyber/Digital safety
Comprehensive child safety in educational institutions encompasses three primary dimensions: physical safety, psycho-social safety, and cyber or digital safety. Physical safety covers infrastructure and transportation security. Psycho-social safety addresses emotional well-being, mental health, and protection from bullying. Cyber safety guards students against online harassment, digital threats, and inappropriate virtual exposure.

4. (D) The Head of School acts as the primary custodian and designated authority responsible for overall school safety
The Head of School or Principal functions as the primary custodian and supreme administrative authority for institutional safety protocols. Institutional accountability frameworks mandate that final responsibility for student security, statutory compliance, structural precautions, emergency preparedness, and personnel monitoring rests squarely on institutional leadership, ensuring direct operational oversight across all campus activities.

5. (A) Both A and R are true and R is the correct explanation of A
Educational authorities hold a legal and moral duty of care toward students while on campus or inside institutional transport. Under the legal doctrine of in loco parentis, educators step into the role of parents, obligating them to protect children from all foreseeable physical or emotional harm through proactive, preventive safety measures.

6 (C) Compulsory commercial insurance coverage for school physical properties only
Comprehensive safety policies focus primarily on safeguarding student health, emotional security, and physical integrity rather than prioritizing commercial property insurance. Essential policy components include clear emergency response protocols, rigorous background screening for all categories of staff, and functional institutional reporting mechanisms for child abuse, ensuring continuous protection over commercial physical assets.

7. (D) Displaying toll-free child helpline (1098) and emergency numbers prominently at accessible campus locations
Safety protocols require emergency helpline numbers, including the national child helpline 1098, emergency service 112, and local police contacts, to be displayed prominently across school grounds. High visibility at accessible locations ensures that students, staff, and visitors can immediately locate and contact support services during crisis situations without administrative delay.

8. (A) Formulate the Child Abuse Monitoring Committee and designate a qualified teacher-in-charge immediately
Psycho-social safety and child abuse monitoring are essential statutory elements of comprehensive institutional safety frameworks. Upon identifying compliance deficiencies in non-structural safety

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26. (B) Loose hanging light fixtures, unanchored heavy almirahs, and unfastened ceiling fans
Non-structural hazard audits evaluate internal objects and equipment that are not part of a building's load-bearing frame but present injury risks during seismic events or structural shocks. Loose ceiling fixtures, unanchored storage cabinets, heavy wall mountings, and unfastened fans constitute typical non-structural risks that require physical securing or stabilization.

27. (A) To identify potential hazards, assess structural risks, and evaluate response capacity
Mapping hazard, vulnerability, and capacity constitutes a foundational component of emergency preparedness. This analytical process identifies internal and external environmental hazards, assesses structural or operational vulnerabilities across campus facilities, evaluates existing mitigation capabilities, and guides the creation of targeted risk management plans to safeguard students and infrastructure.

28. (C) Emergency Response Plan and Evacuation Map
When environmental threats or structural emergencies necessitate moving occupants to safe ground, institutional leadership relies on the Emergency Response Plan and Evacuation Map. This document designates clear primary and alternative escape routes, assigns staff emergency roles, and establishes marked external assembly zones to prevent panic during evacuations.

29. (B) 30 meters
Building safety codes for educational facilities mandate that the maximum travel distance from any point within a building floor to an enclosed safe staircase or exterior exit must not exceed thirty meters. Strict travel limits ensure rapid, unobstructed evacuation during fire outbreaks or structural emergencies before conditions worsen.

30. (D) I, II and III
Standard building codes require comprehensive fire protection mechanisms in educational structures. Essential structural requirements encompass placing multi-purpose portable fire extinguishers on every floor level, installing functional fire hose reels connected to dedicated overhead water storage tanks, and integrating automated fire alarm systems in multi-story facilities.

31. (B) At least twice a year (every six months)
Mandatory safety directives require educational institutions to conduct full-scale fire evacuation drills at least twice every calendar year. Regular drill execution builds automatic muscle memory among students and staff, tests emergency alarm infrastructure, evaluates actual evacuation execution times, and identifies operational bottlenecks requiring administrative adjustment.

32. (D) State / Union Territory Fire Services Department
Official Fire Safety Certificates and Clearance Certificates are issued exclusively by the designated State or Union Territory Fire Services Department. Statutory fire officials inspect physical infrastructure, test installed fire suppression hardware, evaluate exit capacities, and confirm compliance with building codes before granting valid fire safety clearance.

33. (A) Drop, Cover, and Hold On under a sturdy desk or table until shaking stops
During active seismic tremors, standard emergency protocols require occupants inside structures to execute the Drop, Cover, and Hold On technique immediately. Taking cover beneath sturdy desks or heavy tables protects individuals from falling ceiling plaster, unanchored light fixtures, shattered glass, and overhead non-structural debris until shaking ceases completely.

34. (C) Await structural safety clearance from qualified engineers before permitting re-entry into the building
Following severe seismic tremors, occupants must remain outside in designated safe assembly zones until structural engineers conduct thorough technical inspections. Structural safety clearance ensures that buildings have not suffered compromised load-bearing elements, foundation shifts, hidden structural fractures, or gas leaks that could cause sudden collapse or hazards upon re-entry.

35. (A) Both A and R are true and R is the correct explanation of A
Educational institutions must maintain fully stocked medical first aid kits and ensure designated staff receive certified emergency training. Immediate medical stabilization during the critical golden hour post-injury significantly reduces trauma severity, prevents complications,

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17. (A) Toilets, washrooms, and changing rooms
While close-circuit television surveillance enhances campus monitoring, privacy protections strictly prohibit video recording inside private spaces such as toilets, washrooms, and changing rooms. Maintaining functional boundaries between safety oversight and individual privacy ensures that student dignity is protected while open corridors, entry gates, and public areas remain adequately monitored.

18. (C) Deny live streaming to protect privacy, but allow regulated viewing of recorded footage for verified safety complaints
Continuous public live streaming of active instructional classrooms poses significant privacy risks for students and staff members. Institutional guidelines specify that live streaming access should be denied, but administrative protocols allow regulated viewing of archived recorded footage by authorized parents or authorities when investigating specific, verified safety complaints or incidents.

19. (C) 30 days
Statutory surveillance guidelines mandate that recorded security camera footage in educational institutions must be retained for a minimum period of thirty days. Maintaining an archival window of thirty days ensures that reported incidents, security breaches, or administrative grievances can be thoroughly investigated using historical visual evidence before automated overwriting occurs.

20. (D) I, II, III and IV
Statutory vehicle regulations and judicial mandates enforce specific physical standards for student transit vehicles, including mandatory Highway Yellow exterior paint, clear front and rear signage, speed governors capped at forty kilometers per hour, and protective window bars alongside dedicated emergency exits. These measures collectively optimize road safety for commuting students.

21. (B) A trained female attendant or conductor must be present in the bus throughout the journey
Student transit regulations mandate the continuous presence of a trained female attendant or conductor on buses carrying female or young primary students. Continuous transit supervision safeguards children against personal safety risks, assists during boarding or alighting operations, maintains order, and provides immediate support during transit emergencies throughout the entire trip.

22. (C) GPS tracking unit and CCTV surveillance camera system
Modern transport safety regulations require the installation of functional Global Positioning System tracking units and integrated interior camera surveillance systems on all student vehicles. Real-time location tracking and internal visual monitoring enable administrators and parents to track transit routes, observe onboard safety conditions, and address route deviations immediately.

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23. (D) School Management Committee (SMC) / Head of School
National safety frameworks assign primary operational duty for formulating, executing, and updating institutional emergency management plans to local leadership, specifically the School Management Committee and Head of School. Direct institutional ownership ensures that emergency management plans reflect campus layout realities, resource availability, and localized structural or environmental risks.

24. (A) Pre-disaster mitigation, During-disaster response, and Post-disaster recovery
Comprehensive disaster risk management follows a three-stage structured lifecycle consisting of pre-disaster mitigation, during-disaster emergency response, and post-disaster recovery and reconstruction. Pre-disaster mitigation focuses on risk reduction and preparedness, response addresses immediate life safety during events, and recovery ensures systemic rehabilitation, structural restoration, and psycho-social support following disasters.

25. (A) Both A and R are true and R is the correct explanation of A
Institutional emergency management plans require mandatory annual review and updating through collaborative involvement of staff, students, and emergency services. Periodic revisions are necessary because campus risk profiles continuously evolve due to structural modifications, infrastructural age, changing student demographics, and shifting environmental or local hazard conditions surrounding the institution.

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133. What is the safety specification for door locks in student washrooms/toilets?
(A) Installing exterior heavy duty padlocks operable strictly from the outside by assigned floor security guards
(B) Latches operable from inside by children that can also be unlocked from outside in an emergency using a master key
(C) High-security mechanical deadbolts featuring complex internal numeric combination lock keypads on stall doors
(D) Mandating that no latches, locks, or privacy doors are permitted on student washroom stalls under any circumstances

134. Which authority formulates guidelines on road safety infrastructure (e.g., speed breakers, zebra crossings, school zone signages) around school premises?
(A) Sports Authority of India (SAI) Infrastructure Wing
(B) National Council for Teacher Education (NCTE) Central Regulatory Board
(C) Local Transport Department / Traffic Police / Municipal Road Authority
(D) Election Commission of India (ECI) Central Secretariat

135. What is the rule regarding structural modifications or alterations made to school buildings?
(A) Building modifications may be executed directly by local mason contractors without preparing formal structural engineering designs
(B) Structural alterations require internal administrative approval solely from the school academic department head
(C) Obtaining municipal building approval is unnecessary provided structural alterations are executed during summer vacation periods
(D) All structural modifications must be designed/certified by qualified structural engineers and municipal authorities

136. What safety procedure must be followed when operating diesel generators (DG sets) in schools during power outages?
(A) Install DG sets in sound-proof enclosures away from classrooms, properly earthed, with exhaust raised above roof level
(B) Diesel generator sets should be installed inside primary classroom corridors to allow immediate access and operation by floor attendants
(C) Diesel fuel containers for generator sets should be stored directly adjacent to electrical battery terminals for space savings
(D) Generator exhaust pipes may be directed to vent emissions directly into open classroom windows during power failures

137. Which guideline governs the safety of staff and students during emergency evacuation drills in multi-storey school buildings?
(A) Electric passenger elevators must be prioritized to accelerate the rapid evacuation of occupants from upper building floors
(B) Do NOT use elevators during fire or earthquake evacuations; use designated emergency staircases exclusively
(C) Trapped students on upper floors should be instructed to jump onto canvas safety nets held by ground staff members below
(D) Multi-storey building evacuation drills should be conducted exclusively using exterior emergency flexible rope ladders

138. A Principal notices that an outsourced school bus driver is frequently seen talking on a mobile phone while driving students home. Parents raise a formal safety complaint. What step should the Principal take immediately according to school transport safety guidelines?
(A) Dismiss the parent safety complaint without administrative action provided no physical traffic accident has occurred
(B) Remove the driver from transport duty immediately and notify the contractor of the statutory safety violation
(C) Confiscate the bus driver's personal mobile phone permanently and return it only at the conclusion of the academic year
(D) Advise complaining parents to arrange private personal transport for their children if they entertain safety concerns

139. What is the role of 'Disaster Management Display Boards' in schools?
(A) Display emergency contact numbers, site evacuation maps, and key safety procedures prominently
(B) To publish lists of outstanding student tuition fee dues, late payment penalty rates, and fee default notices

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and stabilizes casualties before professional medical services arrive on site during accidents.

36. (D) Administer first aid, arrange medical transport to a hospital, and inform parents immediately
When managing severe student medical emergencies, institutional protocols mandate administering immediate initial first aid, calling emergency medical transport to convey the student to a healthcare facility, and contacting parents or guardians without delay. Immediate action prioritizes life safety over administrative delays or formal parental arrival.

37. (B) Anti-Bullying Committee
Guidelines on preventing student harassment mandate the formal constitution of a dedicated Anti-Bullying Committee in every educational facility. Comprising school leadership, counselors, teachers, and parent representatives, this body develops anti-bullying policies, investigates reported intimidation or harassment incidents, conducts preventive interventions, and maintains a safe psycho-social learning environment.

38. (C) Transmitting threatening, harassing, or humiliating digital content targeted at a peer via social media
Cyberbullying encompasses using electronic communication platforms, social media, messaging applications, or online forums to send threatening, intimidating, defamatory, or humiliating content targeting peers. Digital harassment causes severe psychological distress and requires active intervention, counseling support, digital evidence preservation, and potential law enforcement escalation under statutory guidelines.

39. (D) Deploying firewall content filters, blocking restricted sites, and maintaining teacher supervision during lab sessions
Maintaining digital safety in institutional computer laboratories requires implementing technical controls alongside active human oversight. Deploying network firewall filtering software blocks access to inappropriate, dangerous, or malicious websites, while continuous active supervision by instructors prevents misuse and guides students toward secure, productive digital learning practices.

40. (B) I, II and IV only
Physical and operational safety protocols for female students include establishing separate functional toilets equipped with running water and sanitary disposal units, posting female attendants near primary facilities, and maintaining functional harassment complaint committees. However, installing surveillance cameras inside changing rooms or washroom interiors violates privacy rights.

41. (B) To offer an anonymous, safe channel for students to report grievances, safety threats, or harassment
Installing physical complaint and suggestion boxes provides students with a confidential, low-barrier reporting mechanism to disclose safety threats, bullying, emotional distress, or abuse. Anonymity protects vulnerable students from fear of retaliation, enabling school leadership to uncover hidden risks and initiate timely internal interventions or protective actions.

42. (B) The Head of School / Principal
Statutory guidelines specify that the Head of School or Principal serves as the ex-officio Chairperson of the School Safety Committee. Direct executive leadership ensures that safety evaluations, committee recommendations, infrastructural repairs, emergency response policies, and compliance mandates receive immediate administrative authorization and institutional resource allocation.

43. (A) Conducted twice a year or prior to the commencement of each new academic session
National safety guidelines mandate conducting comprehensive physical and operational safety audits at least twice annually, ideally preceding the commencement of new academic terms. Systematic bi-annual audits evaluate structural soundness, fire suppression readiness, electrical safety, hygiene standards, and transportation compliance, ensuring timely remediation of identified hazards.

44. (C) Isolate the distressed area, relocate students, and report to safety authorities for urgent structural appraisal
Upon identifying visual signs of structural deterioration or load-bearing distress in physical facilities, institutional leadership must immediately isolate the affected area, relocate students to safe learning environments, and

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notify municipal structural engineers for urgent technical appraisal, remediation planning, and certified safety clearance.

45. (A) Both A and R are true and R is the correct explanation of A
Institutional electrical infrastructure requires periodic inspection and formal certification by qualified electrical engineers. Regular testing minimizes risks because short circuits, overloaded wiring, improper grounding, and deteriorated insulation rank among the primary triggers for catastrophic building fires within educational and public facilities.

46. (C) 112
The designated unified emergency helpline number across India is 112. Operating as a single integrated emergency response system, 112 connects distress callers immediately to police operational centers, fire services, and emergency medical assistance, streamlining urgent emergency response coordination nationwide.

47. (B) Section 19 and Section 21 of the POCSO Act, 2012
Sections 19 and 21 of the Protection of Children from Sexual Offences Act mandate that any individual, including educational administrators and staff, who apprehends or knows of child sexual abuse must report the matter to law enforcement authorities. Non-reporting constitutes a punishable statutory offense carrying criminal liability.

48. (D) Report immediately to local police or SJPU under POCSO Act Section 19, and provide immediate counseling and safety
When informed of alleged child sexual harassment or abuse on campus, school leadership must immediately notify local police or Special Juvenile Police Units under statutory mandates. Administration must prioritize student physical and emotional safety, ensure medical or psycho-social counseling support, and avoid conducting informal internal compromises.

49. (A) Chemicals must be kept in locked cabinets under qualified supervision with MSDS labels
Safe management of laboratory chemicals requires storing all hazardous compounds inside locked storage cabinets under the supervision of qualified staff. Chemical containers must maintain clear Material Safety Data Sheet labeling to detail potential reactivity, health hazards, handling precautions, neutralizer protocols, and immediate spill response procedures.

50. (A) I and II only
School Management Committees possess statutory authority under educational rights legislation to monitor physical infrastructure, oversee institutional safety implementation, and participate in developing disaster management plans. However, lay management committees do not hold police power or law enforcement authority to directly arrest alleged offenders on campus.

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51. (A) National Building Code of India (NBC)
The National Building Code of India serves as the authoritative standard establishing architectural design standards, structural engineering specifications, fire safety requirements, and emergency escape capacities for educational buildings, ensuring structural resilience and occupant protection during normal operations and emergencies.

52. (D) Structural safety certificate from an empanelled structural engineer, municipal authority, or PWD is mandatory
Educational institutions must secure formal structural safety certificates issued by certified structural engineers, municipal bodies, or the Public Works Department. Valid structural certification confirms that building design, load-bearing components, foundations, and physical alterations meet official engineering safety standards and can withstand operational stresses.

53. (B) To foster disaster preparedness, build awareness, engage in peer safety education, and assist during drills
Student disaster management squads and safety clubs serve to build emergency preparedness, promote safety awareness, educate peers on risk reduction, and assist during organized evacuation drills. Student participation fosters a culture of collective safety without transferring core emergency response or structural repair responsibilities from adult administration.

54. (C) Clean and disinfect water tanks periodically (at least twice a year) and test water potability at certified laboratories
Health guidelines require periodic mechanical cleaning and chemical disinfection of overhead drinking water storage tanks at least twice annually. Institutions must also submit water samples to accredited public health laboratories for biological and chemical testing, ensuring continuous access to safe, potable water.

55. (D) To test emergency response systems, measure evacuation time, build muscle memory, and address operational gaps
Executing practical emergency mock drills tests structural response readiness, validates alarm systems, measures evacuation transit times, builds behavioral muscle memory, and highlights operational vulnerabilities. Practice sessions allow leadership to refine emergency management procedures before actual disaster events occur.

56. (B) 40 km/h
Motor vehicle regulations and transport safety directives restrict the operational speed of vehicles carrying students to a maximum limit of forty kilometers per hour within urban limits. Installed speed governors enforce this speed threshold to prevent vehicle collisions and ensure passenger protection.

57. (B) Keep gates locked or guarded by security personnel to control access and prevent unauthorized entry or departure
Operational gate protocols mandate keeping physical entrance gates closed and actively monitored by security staff throughout instructional hours. Controlled access prevents unauthorized external visitors from entering student areas while preventing unsupervised departure of students from school grounds before scheduled dismissal times.

58. (B) Restorative justice, counseling, parental involvement, and constructive guidance paired with suitable administrative steps
Modern anti-bullying directives emphasize restorative justice models to address student behavioral issues. Integrating professional psychological counseling, parental collaboration, behavioral modification strategies, and constructive guidance helps reform offending students while maintaining firm boundaries against repeated intimidation or harassment on campus.

59. (A) Inspect regularly for structural corrosion or sharp edges, anchoring securely over soft impact surfaces like sand or turf
Playground equipment management requires routine physical inspections to detect structural corrosion, loose joints, or sharp edges. Safety standards mandate securely anchoring equipment over impact-absorbing surfaces like sand, rubber mats, or turf to mitigate traumatic injury risks from accidental student falls during play.

60. (B) I, II and III only
National cyber safety guidelines recommend educating students regarding digital privacy, password security, and phishing threats, enforcing rules against posting unauthorized media of peers online, and deploying web filtering tools. However, forcing students to surrender personal social media passwords violates individual privacy rights.

61. (D) Execute pest control using eco-friendly non-toxic chemicals during weekends or holidays when students are absent
Chemical pest control and campus fumigation must occur during weekends or scheduled holidays when students and instructional staff are completely absent. Utilizing eco-friendly, non-toxic products prevents hazardous chemical exposure, inhalation risks, and toxic allergic reactions among children while maintaining hygienic environment standards.

62. (C) Directorate of Education (DoE) / NCPCR / NCF-FS
Regulatory oversight and operational safety guidelines for early childhood care and pre-primary sections are issued by educational directorates, child rights commissions, and foundational curriculum frameworks. Guidelines specify physical infrastructure dimensions, child-friendly sanitary fittings, non-toxic learning materials, and staff-to-child supervision ratios tailored for young children.

63. (B) A printed floor plan showing primary and secondary emergency evacuation routes posted near the door
Emergency guidelines mandate posting printed floor plans depicting primary and secondary emergency evacuation paths near classroom

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employees who report legitimate safety concerns violate statutory protection guidelines and compromise institutional security monitoring.

101. (B) To inspect campus grounds, identify structural hazards, check emergency readiness, and execute corrective action
Periodic safety walks conducted by school leadership and safety committee members involve walking through campus grounds to inspect structural conditions, identify physical hazards, check fire suppression equipment, test gate security, evaluate sanitation facilities, and ensure prompt administrative execution of necessary corrective actions.

102. (C) Release child only to authorized parents verified via student gate pass and photo ID records
When releasing students prior to regular dismissal hours, gate security protocols mandate verifying the collecting adult against pre-authorized parent or guardian lists using official photo identification and issued gate passes. Documented verification ensures children are released exclusively to authorized guardians, preventing child abduction or unmonitored exits.

103. (D) Designated teacher and SMC member / Head of School
Food safety regulations governing institutional meal programs mandate that a designated teacher along with a School Management Committee member or Head of School must taste cooked food before serving it to students. Mandatory pre-tasting assesses meal quality, freshness, temperature, and hygiene, safeguarding children against foodborne illness.

104. (A) To visually guide occupants along safe routes to designated assembly areas during emergencies
Displayed Emergency Evacuation Maps provide clear visual guidance indicating an occupant's current location, primary and secondary evacuation corridors, emergency exit staircases, location of fire extinguishers, and designated outdoor safe assembly points, facilitating orderly building evacuation during critical emergency events.

105. (A) Both A and R are true and R is the correct explanation of A
Fire evacuation drills should incorporate realistic scenario variations, such as simulated blocked staircases or unannounced evacuation signals. Introducing procedural challenges develops adaptive decision-making skills among staff and students, ensuring effective problem-solving rather than mechanical reliance on a single exit path during unpredictable emergency situations.

106. (B) Store chemicals in labeled original containers inside a locked closet off-limits to students
Hazardous cleaning chemicals, concentrated detergents, and disinfectants must be stored inside locked closets off-limits to students. Maintaining solutions in original containers with clear hazard labels prevents accidental ingestion, chemical burns, or toxic exposure among children while ensuring housekeeping staff follow safe usage protocols.

107. (A) DSEA&R 1973 / RTE Act 2009 / Safety Circulars
Children's rights to safe, non-violent, accessible, and non-discriminatory educational environments are legally guaranteed through the Right to Education Act, school education rules, and statutory administrative circulars. Legal frameworks mandate zero tolerance for discrimination, corporal punishment, or physical hazards, holding institutional authorities strictly accountable for student welfare.

108. (C) Sound emergency alert, move students indoors away from perimeter fence, and contact power company (DISCOM) and police
When live electrical lines contact physical boundary structures, immediate response requires sounding emergency alerts, moving all students indoors away from perimeter fences, establishing cordoned safety zones, and contacting power distribution utilities and police to de-energize lines before attempting physical intervention or structural repairs.

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109. (D) Food preparation areas must be hygienic, ventilated, with cooks wearing gloves/headgear and holding medical fitness certificates
Food safety standards mandate that institutional kitchens maintain high hygienic conditions, proper ventilation, pest control safeguards, and potable water. Kitchen staff must wear protective aprons, gloves, and hair covers, and hold current medical fitness certificates confirming freedom from contagious diseases to ensure safe meal distribution.

platform to educate students and staff regarding environmental hazards, proper emergency responses, evacuation protocols, basic first aid, and public helpline numbers, building an informed and vigilant institutional culture.

74. (B) Staircases must feature non-slip treads, continuous handrails on both sides, and unobstructed passage clear of stored junk
Staircase safety standards require installing non-slip step treads, continuous handrails at appropriate heights on both sides, and maintaining completely unobstructed passages. Storing materials or blocking staircase exits is strictly prohibited to ensure safe everyday transit and rapid movement during emergency evacuations.

75. (A) Deploying qualified counsellors or wellness teachers and fostering a safe environment for socio-emotional wellbeing
Ensuring psycho-social safety requires appointing qualified school counselors or trained student wellness educators to support student socio-emotional development. Schools must foster inclusive, supportive environments that encourage mental health discussions, identify psychological distress early, and address emotional concerns without social stigma or discrimination.

76. (C) Evacuate the lab, isolate the area, apply neutralizers per MSDS protocols, and ensure trained staff handle cleanup
When chemical spills occur in laboratories, immediate safety protocols require evacuating students from the space, isolating the room, ensuring adequate ventilation, applying chemical neutralizers according to Material Safety Data Sheets, and allowing only trained staff equipped with personal protective equipment to handle cleanup.

77. (D) Overcrowding beyond authorized registered seating capacity is strictly illegal and prohibited
Transport regulations strictly prohibit carrying passengers beyond a vehicle's official, legally registered seating capacity. Overcrowding compromises vehicle balance, obstructs emergency exit doors, impairs driver visibility, and increases casualty risks during sudden braking or traffic collisions, making strict adherence to seating limits mandatory.

78. (C) Reviewing safety audit findings, monitoring risk mitigation, updating response plans, and resolving safety grievances
The School Safety Committee meets regularly to review physical safety audit reports, monitor ongoing hazard mitigation projects, update emergency evacuation plans, address safety grievances submitted by students or staff, and ensure continuous administrative compliance with statutory child protection regulations.

79. (B) Deploying content filtering systems, firewall protection, and restricted access protocols on school Wi-Fi networks
Safeguard measures for institutional wireless networks require configuring content filtering software, firewalls, and restricted user access protocols. Restricting access blocks malicious websites, prevents exposure to inappropriate or adult content, guards against malware infections, and maintains a secure digital environment across all connected devices.

80. (B) I, II and III only
Local police and municipal authorities assist educational institutions by conducting traffic management near campus gates during peak hours, completing official staff background verifications, and participating in district mock disaster drills. However, law enforcement agencies hold no jurisdiction over academic curriculum selection or pedagogical choices.

81. (A) Zero tolerance towards any form of child abuse, corporal punishment, bullying, sexual harassment, or violence
The zero tolerance policy in educational safety frameworks enforces uncompromising administrative action against all forms of child abuse, physical corporal punishment, bullying, sexual harassment, or physical violence. Any documented safety infraction mandates immediate formal reporting, official inquiry, disciplinary action, and legal escalation without administrative exception.

82. (C) The Schedule to the RTE Act, 2009
The Schedule to the Right to Education Act, 2009 establishes mandatory statutory standards for school infrastructure. It specifies structural specifications including all-weather facilities, barrier-free access structures, separate functional toilets for boys and girls, safe drinking water

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doorways. Visible directional mapping enables teachers and students to immediately select alternative escape routes if primary corridors become blocked by smoke, fire, or debris during emergency evacuations.

64. (D) To serve as nodal contact for safety compliance, coordinate committee meetings, oversee audits, and manage emergency reporting
Appointed Nodal Teachers for Safety serve as institutional coordinators responsible for monitoring safety compliance, facilitating committee meetings, maintaining safety audit documentation, organizing emergency drills, and serving as primary liaison points during safety incident reporting and administrative reviews.

65. (A) Both A and R are true and R is the correct explanation of A
Private contractors providing outsourced services like student transportation or meal preparation must strictly comply with official safety, hygiene, and transit regulations. Under vicarious liability principles, school management retains legal accountability for student well-being, obligating administrators to actively monitor and enforce compliance among contracted vendors.

66. (C) ABC Dry Powder / CO2 Type Extinguisher
Multi-purpose ABC dry chemical powder and carbon dioxide fire extinguishers are recommended for general educational environments. These units effectively suppress Class A combustible solid fires, Class B flammable liquid risks, and Class C electrical equipment fires, providing versatile immediate fire response across diverse campus locations.

67. (C) Minimum 1.2 meters (120 cm) with no climbing rungs
Building codes mandate that protective parapet walls and balcony railings on upper floors must stand at a minimum height of 1.2 meters with solid, smooth construction. Design standards strictly prohibit horizontal rungs or foothold patterns that children could use to climb, preventing accidental falls.

68. (D) Halt construction in that zone, barricade the hazard from students, and require the contractor to rectify defects before work resumes
Upon identifying active physical hazards like exposed electrical wiring or loose structural scaffolding in student areas, institutional leadership must immediately halt construction work, erect physical safety barricades around the zone, and require contractors to rectify all unsafe conditions before permitting work to resume.

69. (B) Store cylinders in secure, ventilated, non-combustible enclosures outside the main cooking hall with leak detectors and cutoff valves
Safe management of compressed gas fuel in institutional kitchens mandates storing cylinders inside secure, well-ventilated, non-combustible external enclosures located away from primary preparation spaces. Installations require gas leak detection sensors, safety cutoff valves, and external piping to mitigate explosion and fire hazards.

70. (D) I, II and III
Standard operating protocols for educational excursions mandate obtaining written parental consent, deputing qualified male and female supervisory teachers, maintaining fully stocked emergency first aid kits, carrying detailed emergency contact rosters, and establishing clear contingency management plans prior to departure.

71. (D) Mandating life jackets, certified lifeguards, and strict adult supervision before permitting any water-based activity
Student excursions near water bodies or swimming facilities require strict safety measures, including mandatory use of approved personal flotation life jackets, presence of certified deep-water rescue lifeguards, and continuous adult supervision. Unmonitored entry into unmapped natural water bodies remains strictly prohibited under all circumstances.

72. (A) Bureau of Indian Standards (BIS)
The Bureau of Indian Standards formulates technical codes and engineering specifications governing earthquake-resistant design and construction in India. BIS structural building codes guide engineers in designing load-bearing elements, foundation reinforcement, and structural retrofitting measures capable of enduring seismic forces.

73. (B) To sensitize students and staff on hazards, safety behaviors, exit protocols, and emergency helplines
Integrating safety awareness briefings into morning school assemblies provides a continuous

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understanding personal rights, and utilizing accessible reporting channels, empowering children to identify and report inappropriate behavior without fear.

92. (C) NCERT / Ministry of Education, Government of India
The Ministry of Education, in collaboration with the National Council of Educational Research and Training, publishes national guidelines on safe digital media usage. These reference documents direct institutions on managing internet access, regulating mobile device usage, teaching digital citizenship, preventing cyberbullying, and securing campus computer networks.

93. (D) Store heavy items on lower shelves or floor level, securing them against falling during earth tremors or accidents
Storage management standards mandate placing heavy equipment, raw materials, or chemical containers on lower shelves or directly at floor level. Securing stored items prevents structural tipping or falling during seismic shaking, mitigating crushing or impact injury risks for staff and students using store rooms or workshops.

94. (C) To inspect transport vehicles, verify driver credentials, review bus routes, and resolve safety complaints
Safe Transport Committees formed at the school level inspect student transit vehicles, verify driver and attendant credentials, review transit routes, inspect installed safety devices like speed governors and tracking units, and address transportation safety complaints submitted by parents or staff members.

95. (B) Equip upper floor windows with protective iron grills or safety bars with gaps not exceeding 10-12 cm
Architectural safety rules require installing protective metal grilles or safety bars across upper-story classroom and corridor windows. Bar spacing must not exceed ten to twelve centimeters to prevent young children from slipping through gaps, mitigating accidental falling hazards from elevated floor levels.

96. (D) Anchoring heavy bookcases to walls, repairing loose ceiling plaster, and keeping exit corridors clear
Non-structural disaster mitigation focuses on securing interior fixtures and equipment without altering load-bearing building elements. Typical measures include anchoring tall bookcases and heavy storage units to structural walls, repairing cracked ceiling plaster, securing overhead lighting, and maintaining unobstructed emergency escape corridors.

97. (A) Do not touch the package, evacuate the immediate area, and inform local police or bomb disposal squad immediately
Upon identifying an unattended, suspicious package on campus, standard security protocols prohibit touching, moving, or opening the object. Staff must immediately evacuate surrounding areas, isolate the location, establish perimeter security, and contact local law enforcement authorities and specialized bomb disposal units without delay.

98. (C) Main gas supply cutoff valve must be accessible, clearly marked, and closed after practical hours
Science laboratory safety standards require installing an accessible, clearly labeled emergency main gas shutoff valve outside or near student workstations. Regulators must be closed immediately following practical instruction, while flexible connection hoses require regular pressure testing and scheduled replacement to prevent flammable gas leakage.

99. (A) To address and redress complaints of sexual harassment against female workplace employees
Educational institutions must constitute an Internal Complaints Committee under the Sexual Harassment of Women at Workplace Act, 2013. The committee investigates formal complaints of workplace sexual harassment reported by female employees, ensures impartial inquiry procedures, recommends disciplinary action, and maintains safe workplace environments for all staff.

100. (A) I, II and III only
Effective school security plans integrate physical perimeter access controls, comprehensive employee background screening protocols, visitor badging procedures, emergency communication systems, and detailed evacuation routes. Retaliatory disciplinary actions against

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systems, secure perimeter boundary walls, and dedicated library amenities.

83. (A) Providing ramps with proper slopes (1:12), handrails, tactile flooring, and disability-friendly toilets
Accessibility guidelines require educational institutions to implement barrier-free physical infrastructure for children with special needs. Standard structural features include accessible entrance ramps designed with a maximum slope ratio of 1:12, continuous support handrails, tactile ground indicators for visually impaired individuals, and adapted accessible toilet facilities.

84. (D) District Disaster Management Authority (DDMA) chaired by the District Magistrate
The District Disaster Management Authority, under the leadership of the District Magistrate or Collector, formulates the comprehensive District Disaster Management Plan. This regional plan integrates educational safety protocols, coordinates emergency resource distribution, and aligns individual school emergency response plans within broader district disaster preparedness frameworks.

85. (A) Both A and R are true and R is the correct explanation of A
Section 17(1) of the Right to Education Act strictly prohibits physical punishment and mental harassment in educational institutions. Emotional abuse and physical discipline violate a child's fundamental right to dignity and personal liberty guaranteed under Article 21 of the Constitution, making non-violent disciplinary methods mandatory.

86. (C) Keep electrical panels securely locked, insulated, danger-marked, and inaccessible to students
Electrical infrastructure management requires enclosing distribution panels, main switches, and circuit breakers inside heavy-duty, insulated electrical cabinets that remain locked. High-voltage installations must display visible danger signage and remain off-limits to students to eliminate accidental electrocution or shock hazards across campus grounds.

87. (D) Supervise all maintenance work in student-accessible areas through a designated staff member or security guard
When external maintenance technicians or contractors perform repairs during school hours, administration must assign dedicated staff or security guards to continuously supervise the workers. Continuous oversight prevents unauthorized interaction between maintenance staff and students while ensuring physical work zones remain isolated and safe.

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88. (A) Remove padlocks immediately, ensuring exit doors open outward easily while maintaining controlled security
Locking or padlocking emergency exit doors while buildings are occupied violates fire safety standards and building codes. Administrators must immediately remove padlocks, ensuring emergency exit doors open easily outward in the direction of escape, using panic hardware mechanisms that permit fast emergency exit while maintaining routine entry control.

89. (B) It establishes staff conduct standards, abuse reporting procedures, safe touch guidelines, and child safety protocols
Institutional Child Protection Policies establish operational frameworks defining acceptable professional staff behavior, explicit reporting mechanisms for suspected abuse, safe interaction boundaries, and mandatory response protocols. Institutional adoption ensures that all staff members, contractors, and visitors adhere to unified child safeguarding standards.

90. (D) I, II and III
During severe weather heatwaves, protective operational measures include adjusting daily instruction schedules to cooler morning hours, suspending outdoor physical education or sports during peak heat periods, ensuring abundant supplies of clean drinking water, providing oral rehydration solutions, and maintaining adequate first aid capacity.

91. (A) Organize age-appropriate awareness sessions on personal body safety, good/bad touch, rights, and reporting channels
Statutory child protection frameworks require educational leadership to conduct regular, age-appropriate awareness sessions for students. Guidance covers personal body boundaries, differentiating safe from unsafe contact,

110. (C) Toughened or laminated safety glass fitted with protective wire mesh/grill to prevent shatter injuries
Glass windows, panels, and doors installed along high-traffic corridors or near ground levels must utilize toughened or laminated safety glass reinforced with protective grilles or wire mesh. Safety glazing prevents dangerous sharp glass fragmentation upon impact, reducing accidental injury risks in busy student movement areas.

111. (B) Low riser height (approx. 15 cm) and wide tread depth (approx. 30 cm) with anti-slip nosing
Architectural standards for primary educational facilities specify low step riser heights of approximately fifteen centimeters and wide tread depths near thirty centimeters equipped with anti-slip nosing. Standardized step dimensions accommodate young children's stride lengths, preventing tripping, slipping, and fall injuries on staircases.

112. (D) Provide counseling, preserve digital evidence (screenshots), report to cyber crime authorities/ police, and notify parents safely
When a student experiences cyberbullying or online harassment, school authorities must provide immediate psychological counseling, assist in preserving digital evidence like screenshots and message logs, notify parents safely, and report the incident to designated cyber crime authorities or law enforcement for legal investigation and protective action.

113. (A) Install emergency inverter backup lighting along all corridors, staircases, and exit routes during power failures
Multi-story educational facilities require reliable emergency backup lighting along all corridors, staircases, escape landings, and exit doors. Automated inverter or generator-backed emergency lighting activates instantly during main power outages, illuminating egress paths to prevent panic, tripping, or stampedes during nighttime operations or evacuations.

114. (C) State / UT Fire Services Department
The State or Union Territory Fire Services Department conducts periodic technical fire safety inspections of educational premises. Upon verifying that fire detection systems, exit capacities, structural access points, and suppression hardware meet prescribed codes, statutory fire authorities issue official Renewal Fire Safety Certificates.

115. (A) Conduct regular capacity building, emergency response, fire-fighting, and first-aid training workshops for staff
Educational administrators must conduct regular capacity-building workshops covering emergency management, basic firefighting equipment operation, search and rescue procedures, and CPR first aid certification for all faculty and support staff, ensuring staff members can effectively guide students during crises.

116. (D) Borewells must be securely capped, fenced, or filled up to prevent falling hazards
Statutory safety directives require all abandoned or active open borewells and deep wells located on or near institutional premises to be permanently capped with heavy steel plates, surrounded by protective fencing, or completely backfilled with concrete. Securing open shafts eliminates dangerous falling hazards for children.

117. (B) Check kits monthly, restock expired medicines, and maintain them in accessible, marked locations across key zones
Institutional First Aid Kit management mandates monthly inventory inspections, immediate restocking of used supplies, disposal of expired medical products, and placing kits in clearly marked, accessible locations across high-risk zones, including science laboratories, sports complexes, administrative offices, and transit vehicles.

118. (C) Secure local permissions, conduct an advance site safety audit, arrange medical support/ ambulance, and arrange staff safety roles
Before hosting off-campus activities or annual sports events at external venues, school leadership must conduct advance site safety inspections, secure administrative permits, establish emergency medical support with standby ambulance services, deploy adequate supervisory staff, and implement strict student identification tracking throughout the event.

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119. (D) Isolate the child in a medical room, notify parents immediately for pickup, and advise quarantine requirements
When a student exhibits symptoms of infectious illness during operational hours, staff must temporarily isolate the child in a

designated medical room under supportive care. Administration must notify parents immediately for medical pickup and provide clear public health quarantine guidance to prevent campus disease transmission.

120. (A) Public Works Department (PWD) / CPWD
Technical guidelines governing structural safety evaluations, load-bearing assessments, and seismic retrofitting designs for existing educational facilities are established by the Public Works Department or Central Public Works Department. PWD engineering teams inspect structural integrity and oversee structural modification projects to ensure code compliance.

121. (B) Install high-sensitivity Earth Leakage Circuit Breakers (ELCB/RCCB) to prevent electric shocks and electrical fires
Electrical safety codes mandate installing high-sensitivity Earth Leakage Circuit Breakers and Residual Current Circuit Breakers across main electrical distribution boards. Fault-detection breakers immediately trip electrical supply upon sensing current leakage, protecting occupants from fatal electrical shocks and preventing electrical short-circuit fire outbreaks.

122. (B) Acting as peer supporters, fostering an inclusive culture, and reporting incidents to teachers without vigilantism
Student peer monitors within anti-bullying frameworks act as supportive student leaders, promote inclusive social behaviors, offer peer support, and report intimidation or harassment to faculty members. Guidelines prohibit peer monitors from exercising disciplinary authority or engaging in vigilante actions, maintaining structured adult intervention.

123. (A) Store minimal quantities in approved containers within locked, ventilated, flame-proof areas away from students
Storage of flammable liquids like generator diesel or laboratory solvents must be restricted to minimal operational quantities. Flammables must be stored in approved safety containers placed inside locked, fire-resistant, well-ventilated storage cabinets located away from main instructional areas and completely off-limits to students.

124. (C) Mandatory rostered active supervision by assigned duty teachers and sports staff across all playground zones
Playground safety requires active supervision by designated duty teachers and physical education staff assigned to specific outdoor zones during recess and play hours. Continuous physical oversight enables staff to stop dangerous play, intervene in peer conflicts, and deliver immediate first aid if injuries occur.

125. (A) Both A and R are true and R is the correct explanation of A
Integrating cyber safety training into standard curricula and parental orientation programs is necessary due to widespread student access to digital devices. Comprehensive digital literacy equips children and parents to recognize online grooming, prevent cyberbullying, safeguard personal data, avoid financial scams, and navigate digital platforms responsibly.

126. (C) Regular servicing, filter replacement per manufacturer schedule, and periodic water potability testing
Drinking water purification systems and reverse osmosis units require routine technical servicing, timely filter and UV lamp replacements per manufacturer specifications, and periodic water sampling for laboratory testing to maintain chemical purity, eliminate bacterial contamination, and protect students from waterborne illnesses.

127. (B) An open space away from buildings, overhead power lines, and structural hazards for post-evacuation assembly
Safe Assembly Areas under emergency management plans consist of open ground spaces located away from building walls, glass facades, overhead high-voltage power lines, or tall structures. Designated assembly grounds provide safe congregation zones for occupants following emergency evacuation while headcounts and safety checks occur.

128. (D) Open access gates, deploy security for crowd control, verify admit cards, ensure water/toilet access, and set up first aid
Hosting large-scale examinations requires structured crowd management, including opening multiple entry gates, deploying security personnel for line control, systematically verifying admit cards, ensuring access to clean drinking

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water and sanitation facilities, and establishing functional emergency first aid stations to handle health issues during events.

129. (A) High-visibility glow-in-the-dark exit signs and evacuation direction arrows mounted at critical junctions
Architectural safety codes require installing high-visibility photoluminescent glow-in-the-dark emergency exit signs and directional arrows at corridor intersections, staircase entries, and final exit doors. Luminous signage remains visible during sudden electrical failures or dense smoke conditions, guiding occupants along safe evacuation paths.

130. (C) Periodic medical checks including eye testing, reflex testing, and zero-tolerance for alcohol or drug influence
Drivers operating student transit vehicles must undergo periodic physical health evaluations, including vision screening, hearing checks, and motor reflex assessments. Transport rules enforce zero tolerance for alcohol or substance use, requiring regular operational monitoring to ensure driver fitness and passenger protection.

131. (A) Immediate inquiry, action against staff per service rules, reporting to authorities, and care for the child
When corporal punishment occurs, school leadership must initiate an immediate internal investigation, take formal disciplinary action against implicated staff under service conduct rules, report the event to educational authorities, and provide medical or psycho-social support to the affected child, upholding statutory non-violence mandates.

132. (D) PTAs provide a platform to discuss safety concerns, participate in safety audits, and promote safety awareness
Parent-Teacher Associations serve as collaborative forums linking families and school administration. PTAs facilitate constructive discussions on campus security, participate in safety audits, monitor transport arrangements, support child protection initiatives, and foster community-wide awareness regarding physical and psycho-social student well-being.

133. (B) Latches operable from inside by children that can also be unlocked from outside in an emergency using a master key
Door hardware on student washroom stalls must feature internal latches easily operable by young children that provide personal privacy while incorporating emergency external release mechanisms. External master key overrides enable staff to unlock doors immediately if a child experiences medical distress or becomes trapped inside.

134. (C) Local Transport Department / Traffic Police / Municipal Road Authority
Establishing traffic safety infrastructure around educational zones falls under the jurisdiction of local transport departments, municipal road authorities, and traffic police. Authorities install speed humps, demarcate pedestrian zebra crossings, erect designated school zone warning signage, and regulate traffic speeds to protect commuting students.

135. (D) All structural modifications must be designed/certified by qualified structural engineers and municipal authorities
Physical modifications, floor additions, or load-bearing wall alterations within educational buildings must be designed and certified by qualified structural engineers and approved by local municipal authorities. Official technical oversight guarantees that structural changes maintain building integrity and comply with safety codes.

136. (A) Install DG sets in sound-proof enclosures away from classrooms, properly earthed, with exhaust raised above roof level
Backup diesel generator installations must be located away from primary instructional spaces inside sound-attenuated, secure enclosures. Equipment requires structural electrical grounding and vertical exhaust piping extended above building roof levels to prevent acoustic disruption, electrical hazards, and toxic exhaust fumes from entering classrooms.

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137. (B) Do NOT use elevators during fire or earthquake evacuations; use designated emergency staircases exclusively
Emergency evacuation protocols strictly prohibit using motorized elevators during fire outbreaks or seismic events due to power failure risks, elevator shaft chimney effects, and mechanical

(D) I, II, III, and IV

36. Article 16(4) of the Constitution of India provides for reservation in appointments or posts in favor of any backward class of citizens which, in the opinion of the State:
(A) Has an overall family income falling below the official poverty line
(B) Lacks basic functional literacy and equitable educational access
(C) Resides primarily in remote, undeveloped, or declared tribal regions
(D) Is not adequately represented in public services under the State

37. Which Constitutional Amendment Act inserted Article 16(4A) empowering the State to make provisions for reservation in matters of PROMOTION to SCs and STs?
(A) 77th Constitutional Amendment Act, 1995
(B) 81st Constitutional Amendment Act, 2000
(C) 82nd Constitutional Amendment Act, 2000
(D) 85th Constitutional Amendment Act, 2001

38. Article 16(4B) was added to the Constitution by the 81st Amendment Act, 2000 to enable the State to deal with unfilled reserved vacancies of a year (backlog vacancies). What major restriction on reservation was relaxed by this amendment for backlog vacancies?
(A) The requirement of minimum qualifying marks and evaluation standards in promotion exams
(B) The 50% ceiling limit on reservation in a single year for backlog vacancies
(C) The mandatory exclusion of the creamy layer category from SC and ST reservations
(D) The strict application of post-based roster systems for non-selection posts

39. Which Constitutional Amendment Act introduced 'consequential seniority' in matters of promotion for SC/ST government employees under Article 16(4A)?
(A) 77th Amendment Act, 1995
(B) 81st Amendment Act, 2000
(C) 82nd Amendment Act, 2000
(D) 85th Amendment Act, 2001

40. Under Article 46 of the Constitution of India (Directive Principles of State Policy), the State is directed to promote with special care the educational and economic interests of:
(A) Weaker sections, especially Scheduled Castes and Scheduled Tribes
(B) Socially vulnerable women, orphaned children, and destitute families
(C) Historically marginalized religious minorities and linguistic groups
(D) Individuals with severe physical disabilities or mental health conditions

41. Article 46 explicitly mandates the State to protect the weaker sections, especially SCs and STs, from:
(A) Widespread illiteracy, chronic poverty, and economic hardship
(B) Political disenfranchisement and electoral marginalization
(C) Social injustice and all forms of exploitation
(D) Administrative neglect, procedural delay, and official bias

42. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Directive Principles under Article 46 are non-justiciable in a court of law.
Reason (R): Article 37 declares that Directive Principles are fundamental in the governance of the country and it is the duty of the State to apply these principles in making laws.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

43. The 103rd Constitutional Amendment Act, 2019 inserted which two new sub-articles into the Constitution of India to enable EWS reservation?
(A) Article 15(5) and Article 16(5)
(B) Article 15(4A) and Article 16(4A)
(C) Article 14(A) and Article 15(A)
(D) Article 15(6) and Article 16(6)

44. What is the maximum percentage of reservation permitted for Economically Weaker Sections (EWS) under Articles 15(6) and 16(6)?
(A) 5 percent
(B) 7.5 percent
(C) 10 percent
(D) 15 percent

45. A head of an institution in Delhi is preparing prospectus guidelines for entry-level admissions under the EWS category as per Article 15(6).

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staff, maintaining medical support kits, and strictly observing local safety regulations throughout the journey.

147. (A) Securely anchor fans to structural slabs with safety drop-pins, keeping blades at least 2.75 meters above floor level
Ceiling fan installations require anchoring fan assemblies directly into reinforced concrete ceiling slabs using certified safety drop-pins and split-pins. Mounting fan blades at a minimum clearance height of 2.75 meters above floor level prevents accidental contact injuries and eliminates falling risks.

148. (D) Mandating police verification certificates and character affidavits for all vendor personnel prior to campus access
Child protection guidelines require educational administrators to mandate police background verification certificates and sworn character affidavits for all personnel employed by third-party vendors, including canteen operators, maintenance crews, and security agencies, before granting them physical access to school premises where students are present.

149. (B) SAI / Bureau of Indian Standards (BIS) / Ministry of Education
Standards governing sports equipment, playground safety, and physical education infrastructure are formulated by sports authorities, national standards bureaus, and education ministries. Rules mandate shock-absorbing ground surfaces, certified non-toxic play equipment, regular structural maintenance, and protective spacing around sports zones to prevent athletic injuries.

150. (C) To create a safe, healthy, inclusive learning environment where every child thrives free from fear, hazard, and harm
Implementing comprehensive school safety guidelines aims to establish a secure, healthy, and inclusive educational environment across all institutions. Mitigating physical risks, providing psycho-social support, enforcing transport safety, and maintaining strict child protection policies ensures every child can pursue education free from fear, hazard, or harm.

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entrapment. Occupants must evacuate using designated emergency exit staircases to reach ground level safely.

138. (B) Remove the driver from transport duty immediately and notify the contractor of the statutory safety violation
Using mobile phones while operating student transit vehicles violates transport safety laws and endangers passengers. Upon receiving documented safety complaints, school administration must immediately remove the driver from student transport duties and direct the transport contractor to enforce strict safety compliance.

139. (A) Display emergency contact numbers, site evacuation maps, and key safety procedures prominently
Disaster Management Display Boards mounted in main corridors present essential emergency information, including regional helpline numbers, building evacuation maps, locations of emergency equipment, assembly point designations, and basic response steps for earthquakes, fires, or medical emergencies, maintaining continuous campus preparedness.

140. (C) Boundary wall height must be at least 6 feet with anti-climb provisions and secured gates
Perimeter security standards specify that boundary walls surrounding educational institutions must reach a minimum height of six feet, incorporate anti-climb features along top edges, and integrate lockable access gates to prevent unauthorized entry, secure grounds, and maintain effective access control.

141. (D) Activate emergency communication channels (SMS broadcast, official portal, helpline) to provide accurate info and calm panic
During campus crises or natural disasters, administrators must activate designated emergency communication channels, including automated SMS broadcasts, official website updates, and emergency hotlines. Delivering accurate, timely information to parents prevents public panic, counters rumors, and provides clear instructions regarding student safety or release procedures.

142. (C) It provides students and staff a safe medium to report safety threats, bullying, or abuse without fear of retaliation
Anonymous safety feedback boxes offer students and staff a secure reporting mechanism to submit concerns regarding physical safety hazards, bullying, harassment, or misconduct without fear of exposure or reprisal. Regular box reviews enable administration to identify hidden safety risks and initiate timely interventions.

143. (B) Securely lock covers, verify structural stability of supporting staging, and conduct routine water quality testing
Roof-mounted overhead water storage tanks must feature securely locked inspection covers to prevent water contamination or accidental drowning hazards. Engineering protocols mandate verifying the structural load capacity of support staging while conducting routine water quality testing to guarantee clean, safe water distribution.

144. (D) Multiple outward-opening panic-hardware exit doors, wide aisles, clear gangways, and illuminated exit signage
Auditoriums and multi-purpose halls accommodating large gatherings require multiple outward-opening emergency exit doors fitted with panic-bar hardware, wide central and side gangway aisles, unobstructed access paths, and continuous illuminated exit signs to ensure rapid, orderly crowd evacuation during emergency situations.

145. (A) Both A and R are true and R is the correct explanation of A
Institutional safety plans must address both natural hazards like earthquakes and floods, and human-induced risks including fires, chemical spills, violence, and cyber threats. Adopting a multi-hazard risk approach establishes comprehensive institutional resilience, mitigating diverse physical, psycho-social, and environmental threats to protect school communities.

146. (C) Advance route risk assessment, weather verification, local police registration, and strict safety adherence
Excursions into challenging environments such as mountain terrains or river basins require advance route risk evaluations, checking weather forecasts, registering travel rosters with local police stations, deploying trained supervisory

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IV. Thalassemia

Which of the above statements are correct?
(A) I and III only
(B) II and IV only
(C) I, III, and IV only
(D) I, II, III, and IV

9. How many specified disabilities are listed in the Schedule to the Rights of Persons with Disabilities Act, 2016?
(A) 7
(B) 14
(C) 21
(D) 28

10. Under the RPwD Act, 2016, which specified disability category includes Dyslexia, Dysgraphia, and Dyscalculia?
(A) Specific Learning Disabilities
(B) Intellectual Disability
(C) Mental Behavior
(D) Chronic Neurological Conditions

11. Which of the following blood disorders is categorized as a specified disability under the RPwD Act, 2016?
(A) Leukaemia
(B) Aplastic Anemia
(C) Polycythemia Vera
(D) Haemophilia

12. A principal admits a student who experiences motor impairment due to non-progressive neurological damage sustained before birth, affecting muscle control and coordination. Under which specified disability category of the RPwD Act, 2016 should this child be registered?
(A) Muscular Dystrophy
(B) Cerebral Palsy
(C) Multiple Sclerosis
(D) Chronic Neurological Condition

13. Which of the following conditions is classified under the head of 'Mental Behaviour' in the RPwD Act, 2016?
(A) Autism Spectrum Disorder
(B) Intellectual Disability
(C) Mental Illness
(D) Multiple Sclerosis

14. Under the RPwD Act, 2016, 'Low Vision' is defined as a condition where a person has a limitation of the field of vision subtending an angle of less than:
(A) 40 degrees up to 20 degrees
(B) 20 degrees up to 10 degrees
(C) 10 degrees up to 5 degrees
(D) 60 degrees up to 30 degrees

15. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Dwarfism is recognized as an independent category of specified disability under Locomotor Disability in the RPwD Act, 2016.
Reason (R): Dwarfism is defined as a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 cm) or less.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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16. Which authority is empowered under the RPwD Act, 2016 to issue guidelines for assessing the extent of specified disabilities and granting disability certificates?
(A) Rehabilitation Council of India
(B) Central Government
(C) State Advisory Board on Disability
(D) National Medical Commission

17. Section 32 of the RPwD Act, 2016 mandates that all government institutions of higher education and other higher education institutions receiving aid from the government shall reserve not less than what percentage of seats for persons with benchmark disabilities?
(A) 3 percent
(B) 4 percent
(C) 5 percent
(D) 10 percent

18. Consider the following provisions regarding educational rights under Section 32 and Section 31 of the RPwD Act, 2016:
I. Reservation of seats in higher educational institutions for persons with benchmark disabilities is minimum 5 percent.
II. Upper age relaxation of 5 years is provided for admission of persons with benchmark disabilities in higher educational institutions.
III. Free education is provided to children with benchmark disabilities up to the age of 14 years.
IV. Special education tools and assistive devices

must be provided free of cost to students with benchmark disabilities.

Which of the statements given above are correct?
(A) I, II, and IV only
(B) I and III only
(C) II, III, and IV only
(D) I, II, III, and IV

19. Under Section 16 of the RPwD Act, 2016, educational institutions funded or recognized by the government are required to fulfill which duty regarding infrastructure?
(A) Provide dedicated personal assistants to every student with a disability
(B) Construct separate special schools for children with severe disabilities
(C) Make school buildings, campus, and facilities fully accessible to all
(D) Exempt students with disabilities from all compulsory physical classes

20. Section 34 of the RPwD Act, 2016 mandates reservation in employment in government establishments for persons with benchmark disabilities. What is the minimum percentage reserved?
(A) 3 percent
(B) 4 percent
(C) 5 percent
(D) 7.5 percent

21. How many distinct disability category groups are created under Section 34(1) of the RPwD Act, 2016 for distributing the 4% employment reservation in government establishments?
(A) Three categories
(B) Four categories
(C) Five categories
(D) Six categories

22. Under Section 34 of the RPwD Act, 2016, what percentage of reservation is allocated specifically to blindness and low vision in public employment?
(A) 0.5 percent
(B) 1 percent
(C) 1.5 percent
(D) 2 percent

23. In accordance with Section 34(2) of the RPwD Act, 2016, if a post reserved for PwBD cannot be filled due to non-availability of a suitable person, how is the vacancy treated?
(A) It lapses immediately at the end of the recruitment year
(B) It is automatically converted to open unreserved quota in the same year
(C) It is transferred to the SC/ST backlog quota
(D) It is carried forward to the succeeding recruitment year

24. Consider the following measures mandated under Section 17 of the RPwD Act, 2016 to support inclusive education:
I. Conducting surveys of children with disabilities every five years
II. Establishing teacher training colleges for inclusive education
III. Providing transport facilities or financial support to children with benchmark disabilities
IV. Modifying the curriculum and examination system to meet the needs of students with disabilities

Which of the above statements are correct?
(A) I, II, and III only
(B) II, III, and IV only
(C) I, III, and IV only
(D) I, II, III, and IV

25. Under the RPwD Act, 2016, which body is responsible for monitoring the implementation of accessibility standards in public facilities at the national level?
(A) National Human Rights Commission
(B) Rehabilitation Council of India
(C) Chief Commissioner for Persons with Disabilities
(D) National Council for Educational Research and Training

26. A government school building in Delhi needs retrofitting to comply with the Harmonised Guidelines and Space Standards for Barrier-Free Built Environment for Persons with Disability and Elderly Persons. Which of the following features is NOT a mandatory requirement for school accessibility?
(A) Installing high-speed motorized elevators in all single-story school blocks
(B) Ramp built with maximum slope of 1:12 featuring handrails on both sides
(C) Tactile ground indicators leading from the main gate to building entrance
(D) Accessible toilet with grab bars and minimum turning radius of 1500 mm

27. Under Section 16(v) of the RPwD Act, 2016, educational institutions must ensure that the

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education provided to persons who are blind or deaf is delivered in:
(A) Specialized separate residential institutional facilities exclusively
(B) Standard English medium instruction with uniform national curricula
(C) Regional spoken dialects designated by local educational authorities
(D) The most appropriate languages, modes, and means of communication

28. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Under the RPwD Act, 2016, no government establishment can reduce in rank or terminate an employee who acquires a disability during service.
Reason (R): Section 20 of the Act prohibits discrimination in employment and protects employees acquiring disability through re-deployment or creation of supernumerary posts.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

29. Article 15(4) of the Constitution of India was added by which Constitutional Amendment Act?
(A) 1st Constitutional Amendment Act, 1951
(B) 7th Constitutional Amendment Act, 1956
(C) 42nd Constitutional Amendment Act, 1976
(D) 93rd Constitutional Amendment Act, 2005

30. Article 15(4) enables the State to make special provisions for the advancement of which of the following groups?
(A) Economically weaker sections, religious groups, and linguistic minorities
(B) Religious minorities, scheduled tribes, and marginalized rural groups
(C) Physically challenged persons, destitute elderly, and senior citizens
(D) Socially and educationally backward classes, or SCs and STs

31. Which landmark judgment of the Supreme Court of India led directly to the enactment of the First Constitutional Amendment inserting Article 15(4)?
(A) State of Madras v. Champakam Dorairajan (1951)
(B) Kesavananda Bharati v. State of Kerala (1973)
(C) Indra Sawhney v. Union of India and Others (1992)
(D) Minerva Mills Ltd. v. Union of India (1980)

32. Article 15(5) of the Constitution of India empowers the State to make special provisions by law for admission to educational institutions, INCLUDING private educational institutions, whether aided or unaided, EXCEPT which specific category of institutions?
(A) Autonomous government and state-funded technical institutions
(B) Minority educational institutions protected under Article 30(1)
(C) Deemed-to-be university institutions established by central law
(D) Vocational, professional, and technical training institutions

33. Article 15(5) was inserted into the Constitution of India by which Constitutional Amendment Act?
(A) 81st Amendment Act, 2000
(B) 85th Amendment Act, 2001
(C) 93rd Amendment Act, 2005
(D) 103rd Amendment Act, 2019

34. Which Supreme Court judgment upheld the constitutional validity of the 93rd Constitutional Amendment Act, 2005 and Article 15(5)?
(A) Ashok Kumar Thakur v. Union of India (2008)
(B) P.A. Inamdar v. State of Maharashtra (2005)
(C) T.M.A. Pai Foundation v. State of Karnataka (2002)
(D) Pramati Educational Trust v. Union of India (2014)

35. Consider the following constitutional provisions related to reservation and special measures:
I. Article 15(4) allows special provisions for socially and educationally backward classes.
II. Article 15(5) applies to private aided and unaided educational institutions.
III. Article 15(5) applies to minority educational institutions protected under Article 30(1).
IV. Article 15(6) provides for reservation for Economically Weaker Sections (EWS).
Which of the statements given above are correct?
(A) I, II, and IV only
(B) I and III only
(C) II, III, and IV only

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CHAPTER 15

Constitutional Provisions for PwBD, EWS, SC, ST, and Disadvantaged Groups

1. The Rights of Persons with Disabilities (RPwD) Act, 2016 came into force replacing which earlier legislation governing disability rights in India?
(A) Rehabilitation Council of India Act, 1992
(B) Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995
(C) National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999
(D) Mental Health Act, 1987

2. The Rights of Persons with Disabilities Act, 2016 was enacted by the Parliament of India to fulfill its obligation under which international treaty?
(A) United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
(B) United Nations Convention on the Rights of the Child (UNCRC)
(C) Universal Declaration of Human Rights (UDHR)
(D) UNESCO Convention against Discrimination in Education

3. Under Section 2(r) of the RPwD Act, 2016, a 'person with benchmark disability' is defined as a person with not less than what percentage of a specified disability?
(A) 30 percent
(B) 40 percent
(C) 50 percent
(D) 60 percent

4. Under the RPwD Act, 2016, what is the term used for a person with benchmark disability who needs intensive support, physical or otherwise, for daily activities and mobility?
(A) Person with severe disability
(B) Person with special needs
(C) Person with total dependence
(D) Person with high support needs

5. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The RPwD Act, 2016 shifts the legal framework regarding disability from a medical-welfare model to a rights-based model.
Reason (R): The Act recognizes dignity, individual autonomy including the freedom to make one's own choices, and independence of persons as fundamental principles.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. Which section of the Rights of Persons with Disabilities Act, 2016 mandates that appropriate governments and local authorities shall ensure that children with benchmark disabilities have access to free education in an appropriate environment?
(A) Section 16
(B) Section 20
(C) Section 31
(D) Section 34

7. What is the age group specified under Section 31 of the RPwD Act, 2016 for providing free education to every child with benchmark disability in a neighbourhood school or a special school of their choice?
(A) 6 to 14 years
(B) 6 to 18 years
(C) 3 to 18 years
(D) 5 to 15 years

8. Consider the following conditions regarding specified disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016:
I. Acid Attack Victims
II. Parkinson's Disease
III. Specific Learning Disabilities

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Which of the following candidate categories is ELIGIBLE to claim reservation under the EWS quota?
(A) Persons belonging to Scheduled Castes who meet the specified annual family income criteria
(B) Persons belonging to Scheduled Tribes who meet the specified annual family income criteria
(C) Persons not covered under SC, ST, and OBC reservation, meeting income/asset criteria
(D) Persons belonging to Other Backward Classes falling under the Non-Creamy Layer category

46. Which Constitution Bench judgment of the Supreme Court of India upheld the constitutional validity of the 103rd Constitutional Amendment Act (EWS reservation) by a 3:2 majority in November 2022?
(A) Jarnail Singh v. Lachhmi Narain Gupta
(B) M. Nagaraj v. Union of India
(C) Mukesh Kumar v. State of Uttarakhand
(D) Janhit Abhiyan v. Union of India

47. For determining EWS eligibility for admission to educational institutions under Central Government rules, what is the ceiling for gross annual family income?
(A) Below ₹2.5 Lakh per annum
(B) Below ₹4.5 Lakh per annum
(C) Below ₹6.0 Lakh per annum
(D) Below ₹8.0 Lakh per annum

48. In calculating the gross annual family income for EWS reservation criteria, income from which of the following sources must be included?
(A) Gross income derived exclusively from regular employment salary
(B) All sources including salary, agriculture, business, and profession
(C) Income generated exclusively from agricultural holdings and salary
(D) Earnings generated exclusively from registered business and profession

49. Which of the following asset criteria EXCLUDES a family from claiming EWS status regardless of their annual income under Central Government norms?
(A) Owning agricultural land holding measuring 5 acres and above in rural areas
(B) Owning a residential flat of 1000 sq. ft. and above in urban areas
(C) Residential plot of 100 sq. yards and above in notified municipalities
(D) Owning a residential plot of 200 sq. yards and above in non-notified rural areas

50. According to Central Government guidelines for EWS reservation, owning a residential plot of what size and above in areas OTHER THAN notified municipalities leads to disqualification from EWS benefits?
(A) 100 sq. yards
(B) 150 sq. yards
(C) 200 sq. yards
(D) 500 sq. yards

51. For EWS reservation, if a family owns residential plots/flats across different locations, how are the land/property holdings evaluated?
(A) Only property located within the native village or rural ancestral area is counted
(B) Only property situated within notified municipal or urban boundaries is counted
(C) Properties held in different locations are clubbed together
(D) Only the single property possessing the highest market valuation is considered

52. Consider the following family members whose income and assets are evaluated for EWS reservation:
I. Person seeking benefit
II. Parents of the person seeking benefit
III. Siblings below the age of 18 years
IV. Spouse and children below the age of 18 years
Which of the above statements are correct?
(A) I and II only
(B) I, II, and IV only
(C) II and III only
(D) I, II, III, and IV

53. In Delhi, which authority is competent to issue the Income and Asset Certificate for claiming EWS reservation for admission/recruitment?
(A) Principal or Vice-Principal of a Government Senior Secondary School
(B) Gazetted Officer Class-A designated by the Directorate of Education
(C) Revenue Officer not below Tehsildar / DM / SDM
(D) Elected Member of Legislative Assembly (MLA) or Member of Parliament

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54. The fundamental principle governing the Reservation Roster System in India, as established by the Supreme Court in the R.K. Sabharwal case (1995), is that rosters must be:
(A) Vacancy-based
(B) Post-based
(C) Applicant-based
(D) Rotation-by-turn based

55. In a post-based reservation roster, what happens once all prescribed points reserved for SC, ST, and OBC categories in a cadre are occupied by members of those categories?
(A) The roster continues operating on new incoming vacancies regardless of total cadre strength
(B) Remaining reserved posts are automatically converted to open unreserved category posts
(C) Fresh reservation percentages must be recalculated immediately for the entire establishment
(D) Points are filled only by replacing outgoing candidates of that specific category

56. What is the nature of reservation provided to Persons with Benchmark Disabilities (PwBD) in public employment roster maintenance?
(A) Horizontal Reservation
(B) Vertical Social Reservation
(C) Overlapping Category Reservation
(D) Sequential Priority Reservation

57. In public employment, how is Horizontal Reservation for PwBD or Ex-Servicemen executed relative to Vertical Reservation (SC/ST/OBC/EWS)?
(A) Horizontal quota candidates are placed entirely outside the sanctioned total cadre strength
(B) Vertical reservation is applied strictly after fulfilling the total horizontal quota requirement
(C) Candidates are adjusted against their respective social vertical categories
(D) Horizontal reservation is restricted exclusively to open unreserved merit roster points

58. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A reserved category candidate (SC/ST/OBC) who qualifies on open merit without availing any relaxation (age, fee, standards) is appointed against an Unreserved (UR) vacancy point in the roster.
Reason (R): Merit-based selection of reserved category candidates cannot be counted against the quota reserved for that category in vertical reservation.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

59. In the 200-point roster system used for Direct Recruitment on All-India basis by open competition, what are the prescribed reservation percentages for SC, ST, and OBC respectively?
(A) SC: 16.5%, ST: 7.5%, OBC: 25.5%
(B) SC: 15%, ST: 10%, OBC: 20%
(C) SC: 20%, ST: 5%, OBC: 27%
(D) SC: 15%, ST: 7.5%, OBC: 27%

60. When recruitment is made to direct recruitment posts in Delhi Government schools (Directorate of Education), which percentage model of reservation for SC, ST, and OBC applies?
(A) SC 15%, ST 7.5%, OBC 27% (applicable nationwide under Central rules)
(B) SC 15%, ST 7.5%, OBC 27% (subject to Delhi OBC list)
(C) SC 20%, ST 0%, OBC 27% (applicable under special UT urban guidelines)
(D) SC 15%, ST 0%, OBC 27% (applicable under general non-tribal norms)

61. A school principal maintaining a roster register notices a single isolated post in a small specialized cadre (e.g., School Librarian). According to Supreme Court rulings on reservation in single-post cadres (e.g., Post Graduate Institute case):
(A) 100% reservation must be applied by rotation across all reserved categories sequentially
(B) 50% reservation applies in alternate recruitment years following roster cycles
(C) No reservation can apply as it would amount to 100% reservation
(D) Reservation applies only when the single isolated post is sanctioned newly by government

62. Under the Central Government reservation rules, what is the maximum percentage ceiling prescribed for total vertical reservations (SC + ST + OBC + EWS) in direct recruitment?

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(A) 50 percent ceiling
(B) 40 percent ceiling
(C) 65 percent ceiling
(D) 75 percent ceiling

63. What is the role of a 'Liaison Officer' appointed in the Directorate of Education / School Administration regarding reservation matters?
(A) To ensure implementation of reservation rules and inspect roster registers
(B) To conduct all direct recruitment interview boards for reserved category candidates
(C) To officially issue and verify SC/ST caste certificates for enrolled students
(D) To write annual confidential performance reports of SC/ST employees exclusively

64. What is the minimum officer rank mandated for appointment as Liaison Officer for SC/ST/OBC reservation matters in a government ministry or department?
(A) Section Officer rank or equivalent administrative officer
(B) Deputy Secretary rank officer
(C) Upper Division Clerk with senior administrative standing
(D) Junior Accounts Officer heading departmental accounts section

65. Under government orders regarding teacher recruitment, what benefit is provided to SC/ST/OBC candidates regarding qualifying marks in Teacher Eligibility Tests (e.g., CTET)?
(A) 10 percent relaxation in qualifying marks
(B) 5 percent relaxation in qualifying marks
(C) Complete exemption from TET
(D) 15 percent relaxation in qualifying marks

66. Consider the following statements regarding the 'Creamy Layer' concept in reservations:
I. Creamy layer exclusion applies to OBC reservation in public employment.
II. Creamy layer exclusion applies to SC and ST reservation in public employment under current Central Government rules.
III. The current income ceiling for Creamy Layer among OBCs is ₹8 Lakh per annum.
IV. Sons and daughters of persons holding constitutional posts are excluded from OBC reservation under Creamy Layer rules.
Which of the statements given above are correct?
(A) I, III, and IV only
(B) I and II only
(C) II, III, and IV only
(D) I, II, III, and IV

67. Under the Ministry of Social Justice and Empowerment, which scholarship scheme provides financial assistance to SC students pursuing top-level education in notified institutions like IITs, IIMs, and NITs?
(A) Pre-Matric Scholarship Scheme for Needy SC Students
(B) PM Young Achievers Scholarship Award Scheme (YASASVI)
(C) Top Class Education Scheme for SC Students
(D) National Overseas Scholarship for Higher Studies

68. The PM-YASASVI scheme implemented by the Ministry of Social Justice and Empowerment caters to scholarship and educational assistance for which categories of students?
(A) SC and ST students enrolled in recognized central government institutions
(B) PwBD students exclusively pursuing technical and professional courses
(C) Religious minorities and EWS students from low-income households
(D) OBC, EBC, and De-notified/Nomadic Tribes (DNT) students

69. Under the Post-Matric Scholarship Scheme for SC students, what is the sharing pattern of financial liability between the Central Government and State/UT Governments starting from 2020-21?
(A) 50:50 shared funding between Centre and States
(B) 60:40 (Central : State/UT)
(C) 90:10 funding pattern for all States and UTs
(D) 100% Central funding without State share

70. The 'National Overseas Scholarship' scheme operated by the Government of India is designed to support low-income students belonging to SC, De-notified Tribes, and Landless Agricultural Labourers for pursuing which level of study abroad?
(A) School level education
(B) Master's Degree and Ph.D. courses
(C) Bachelor's Degree programmes
(D) Post-doctoral research fellowship only

71. Under the PM POSHAN (formerly Mid-Day Meal) scheme, what is the special nutritional emphasis provided for children in disadvantaged and backward regions?
(A) Distribution of fast food vouchers for

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commercial food outlets
(B) Provision of direct cash transfers instead of cooked hot meals
(C) Serving packaged commercial snacks during morning school assembly
(D) Provision of fortified rice, pulses, and micronutrients

72. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Section 12(1)(c) of the Right of Children to Free and Compulsory Education (RTE) Act, 2009 mandates private unaided schools to admit at least 25% children belonging to disadvantaged groups and weaker sections in Class I or pre-school level.
Reason (R): The cost of education for these 25% admitted children in private schools is reimbursed by the State Government subject to specified limits under Section 12(2).
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

73. Under the RTE Act, 2009 and Delhi School Education Rules, which of the following is categorized under 'Child Belonging to Disadvantaged Group' (DG)?
(A) Child of permanent government employees working in urban local bodies
(B) Child whose parents' combined annual family income exceeds ₹8 Lakh
(C) Child belonging to SC, ST, OBC (NCL), Orphan, CWSN, or Transgender
(D) Child living in private rented housing accommodation in urban areas

74. For admission under EWS/DG category in private unaided recognized schools in Delhi under RTE Act Sec 12(1)(c), what is the maximum annual income limit prescribed by the Directorate of Education, GNCTD for EWS category?
(A) ₹1 Lakh per annum
(B) ₹2.5 Lakh per annum
(C) ₹4.5 Lakh per annum
(D) ₹8 Lakh per annum

75. In Delhi Government schools, what administrative mechanism is established to prevent discrimination against students belonging to SC/ST, disadvantaged groups, or PwBD?
(A) Parent Teacher Vigilance Squad
(B) School Disciplinary Committee
(C) District Magistrate Monitoring Panel
(D) Anti-Discrimination Officer

76. If a candidate is aggrieved by non-compliance with reservation policies in recruitment or promotion in GNCTD departments, which statutory body can they approach for grievance redressal regarding SC/ST rights?
(A) Central Vigilance Commission for Administrative Corruption
(B) National Commission for Scheduled Castes / Scheduled Tribes
(C) University Grants Commission for Higher Education Governance
(D) National Council for Teacher Education and Standardizations

77. A parent of a child with locomotor disability approaches a school principal in Delhi seeking admission in Class VI. The principal refuses admission citing lack of ramp infrastructure in the school building. Under the RPwD Act, 2016 and RTE Act, 2009, the action of the principal is:
(A) Lawful, because infrastructure development must precede child admission
(B) Permissible if formally approved by the School Management Committee
(C) Illegal, as admission cannot be denied due to disability
(D) Discretionary based entirely on the Principal's personal decision

78. Under Section 89 of the RPwD Act, 2016, what is the penalty prescribed for the FIRST offence committed by any person who contravenes any provision of the Act or rules made thereunder?
(A) Imprisonment up to 1 year only
(B) Fine which may extend to ₹10,000
(C) Fine which may extend to ₹50,000
(D) Fine up to ₹5,000 without any further action

79. For subsequent contravention of provisions of the RPwD Act, 2016 (after first conviction), what is the fine prescribed under Section 89?
(A) Mandatory fine ranging from ₹10,000 to ₹50,000
(B) Fine of ₹50,000 up to ₹5 Lakh
(C) Fixed non-negotiable fine of ₹1 Lakh
(D) Imprisonment of 5 years mandatory with

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fine

80. Consider the following constitutional provisions regarding fundamental rights:
I. Article 16(1)
II. Article 16(2)
III. Article 14
IV. Article 19(1)(g)
Which of the above statements are correct?
(A) I and II only
(B) I, II, and III only
(C) III and IV only
(D) I, II, III, and IV

81. Under Article 16(2), no citizen shall, on grounds ONLY of certain specified attributes, be ineligible for, or discriminated against in respect of any employment or office under the State. Which of the following grounds is NOT listed in Article 16(2)?
(A) Religion
(B) Economic status
(C) Race
(D) Caste

82. Which Article of the Constitution of India abolishes 'Untouchability' and forbids its practice in any form?
(A) Article 14
(B) Article 15
(C) Article 17
(D) Article 18

83. The Protection of Civil Rights Act, 1955 was enacted to give effect to which Article of the Constitution of India?
(A) Article 15
(B) Article 17
(C) Article 21
(D) Article 46

84. Which statutory body is established under the RPwD Act, 2016 at the State level to perform function as an appellate authority and monitor implementation of safeguards for PwBD?
(A) State Commission for Backward Classes and Marginalized Groups
(B) State Human Rights Commission for Protection of Civil Rights
(C) State Legal Services Authority for Indigent Litigants
(D) State Commissioner for Persons with Disabilities

85. Under Section 38 of the RPwD Act, 2016, any person with benchmark disability who desires to avail high support needs may apply to which designated authority?
(A) School Principal or Head of Institution
(B) Chief Medical Officer of District Hospital
(C) Assessment Board
(D) Social Welfare Officer of District Level

86. Which section of the RPwD Act, 2016 imposes punishment for intentionally insulting or intimidating with intent to humiliate a person with disability in any place within public view?
(A) Section 30
(B) Section 45
(C) Section 92
(D) Section 100

87. What is the maximum punishment prescribed under Section 92 of the RPwD Act, 2016 for committing an offence of atrocity against a person with disability?
(A) Imprisonment of 6 months to 5 years and fine
(B) Imprisonment up to 1 year with administrative warning
(C) Fine of ₹1,000 without any custodial imprisonment
(D) Mandatory life imprisonment under criminal procedures

88. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A school principal must maintain a separate accessibility register and ensure periodic conduct of accessibility audits of the institutional premises.
Reason (R): Section 16 of the RPwD Act, 2016 mandates educational institutions to monitor participation, completion of education, and accessibility for students with disabilities.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

89. Under the guidelines of CBSE and Directorate of Education for students with benchmark disabilities appearing in board examinations, which facility is NOT authorized?
(A) Provision of qualified Scribe, Reader, or Lab

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147. Under Section 3(1)(r) of the SC and ST (Prevention of Atrocities) Act, 1989 (as amended), intentionally insulting or intimidating with intent to humiliate a member of a Scheduled Caste or Scheduled Tribe in any place within public view constitutes:
(A) A non-cognizable civil injury
(B) A departmental minor penalty matter only
(C) A cognizable and punishable offence
(D) A compoundable tort

148. What is the mandatory institutional setup required under DoPT guidelines in all government departments/academies to look into grievances of SC/ST employees regarding service matters?
(A) Special Administrative Enforcement Wing
(B) Administrative Grievance Tribunal Cell
(C) Public Grievance Monitoring Directorate
(D) SC/ST Cell and Liaison Officer

149. Under the RPwD Act, 2016, which section empowers the State Government to notify 'Special Courts' in each district for speedy trial of offences under the Act?
(A) Section 25
(B) Section 50
(C) Section 84
(D) Section 95

150. In accordance with Section 85 of the RPwD Act, 2016, for every Special Court notified under the Act, the State Government specifies a Public Prosecutor or appoints an advocate who has been in practice for not less than how many years as a Special Public Prosecutor?
(A) 3 years
(B) 5 years
(C) 7 years
(D) 10 years

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(D) Is entitled to SC status in Delhi recruitment processes

99. Article 338 of the Constitution of India establishes which constitutional body?
(A) National Commission for Backward Classes
(B) National Commission for Scheduled Tribes
(C) National Commission for Scheduled Castes
(D) Special Officer for Linguistic Minorities

100. Which Article of the Constitution establishes the National Commission for Scheduled Tribes (NCST)?
(A) Article 338
(B) Article 338A
(C) Article 338B
(D) Article 340

101. The National Commission for Backward Classes (NCBC) was conferred constitutional status by which Constitutional Amendment Act?
(A) 100th Constitutional Amendment Act, 2015
(B) 101st Constitutional Amendment Act, 2016
(C) 102nd Constitutional Amendment Act, 2018
(D) 103rd Constitutional Amendment Act, 2019

102. Under which Article of the Constitution was the National Commission for Backward Classes granted constitutional status?
(A) Article 338
(B) Article 338A
(C) Article 338B
(D) Article 342A

103. Which Constitutional Amendment Act restored the power of State Governments and Union Territories to identify and specify their own state lists of Socially and Educationally Backward Classes (SEBCs)?
(A) 103rd Amendment Act, 2019
(B) 104th Amendment Act, 2019
(C) 105th Amendment Act, 2021
(D) 106th Amendment Act, 2023

104. Under Article 341 of the Constitution of India, who is empowered to specify the castes, races, or tribes deemed to be Scheduled Castes in relation to a State or Union Territory?
(A) President of India
(B) Governor of the State in executive capacity
(C) Parliament of India by enacting statutory legislation
(D) Chief Minister of the concerned State government

105. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Inclusion or exclusion of any caste from the Presidential List of Scheduled Castes under Article 341(2) can be done ONLY by an Act of Parliament.
Reason (R): State Governments have no independent power to alter, amend, or modify the Presidential notification issued under Article 341(1).
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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106. In the Context of Reservation Rosters, what is meant by 'De-reservation' of a vacancy?
(A) Filling a reserved vacancy with a general candidate when no reserved candidate is available
(B) Permanently abolishing a reserved post from the official sanctioned establishment cadre strength
(C) Converting an SC reserved post directly into an ST reserved post without government approval
(D) Transferring a sanctioned post from non-plan budget head to plan budget head permanently

107. Is 'De-reservation' permitted in Direct Recruitment posts in Central Government / Delhi Government services?
(A) Yes, easily approved by the Principal or Head of Institution after single attempt
(B) Yes, with formal statutory approval of the Departmental Promotion Committee
(C) Permitted automatically after 3 months from the date of initial advertisement
(D) No, direct recruitment posts cannot be de-reserved and must be carried forward

108. A vacancy for the post of Vice-Principal reserved for ST category remains unfilled after two consecutive recruitment cycles due to non-availability of qualified ST candidates. Under administrative rules governing reservation in direct recruitment:
(A) Automatically de-reserved and filled by an open general category candidate
(B) Carried forward as backlog vacancy with a

128. Consider the following statements regarding the 200-Point Reservation Roster for Direct Recruitment:
I. It ensures representation of SC, ST, OBC, and EWS according to prescribed percentages.
II. Points 1, 2, and 3 are reserved for general category, SC, and ST respectively.
III. Post-based rosters track the posts in a cadre rather than individual annual vacancies.
IV. The roster is maintained separately for direct recruitment and promotion cadres.
Which of the statements given above are correct?
(A) I, III, and IV only
(B) I and II only
(C) II and III only
(D) I, II, III, and IV

129. What is the maximum percentage of reservation for OBC candidates in Direct Recruitment to Civil Services and Posts under GNCTD (Directorate of Education)?
(A) 15 percent
(B) 21 percent
(C) 27 percent
(D) 30 percent

130. Under DoPT rules, what is the age relaxation permitted to SC/ST candidates for direct recruitment to government services?
(A) 3 years
(B) 5 years
(C) 10 years
(D) 15 years

131. What is the age relaxation permitted to OBC (Non-Creamy Layer) candidates for direct recruitment to government services under Central / Delhi Government rules?
(A) 3 years
(B) 5 years
(C) 8 years
(D) 10 years

132. What is the upper age relaxation available to Persons with Benchmark Disabilities (PwBD) belonging to General/Unreserved category for recruitment to civil posts?
(A) 5 years
(B) 10 years
(C) 13 years
(D) 15 years

133. What total upper age relaxation is available to a PwBD candidate who belongs to SC/ST category for recruitment to government posts?
(A) 10 years
(B) 13 years
(C) 15 years
(D) 18 years

134. What total upper age relaxation is available to a PwBD candidate who belongs to OBC category for recruitment to government posts?
(A) 10 years
(B) 13 years
(C) 15 years
(D) 12 years

135. During teacher recruitment in GNCTD, an applicant applies for PGT Teacher under PwBD (Locomotor) category. The candidate scores above the Unreserved (UR) cut-off mark without using any relaxed standard in age or qualification. How should this candidate be placed?
(A) Rejected because PwBD candidates cannot compete under UR merit points
(B) Adjusted forcibly against reserved SC quota points in roster registers
(C) Granted double reservation benefits under both horizontal and vertical
(D) Adjusted against PwBD horizontal quota within the UR category

136. Which section of the Rights of Persons with Disabilities Act, 2016 prohibits discrimination against persons with disabilities in any government establishment unless shown that the impugned act is a proportionate means of achieving a legitimate aim?
(A) Section 3
(B) Section 7
(C) Section 12
(D) Section 25

137. Under Section 3(3) of the RPwD Act, 2016, no person with disability shall be deprived of his or her personal liberty except in accordance with:
(A) Order of the School Principal
(B) Decision of the Parents Council
(C) Procedure established by law
(D) Executive discretion of District Collector

138. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Under Article 15(5), private

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119. Under the Delhi School Education Act and Rules (DSER) 1973, which rule governs the admission of students belonging to weaker sections and disadvantaged groups in private schools?
(A) Rule 25 of Delhi School Education Rules governing entry admissions
(B) Rule 44 of Delhi School Education Rules governing fee concessions
(C) Section 12(1)(c) read with DoE regulatory orders
(D) Rule 100 of Delhi School Education Rules governing cadre strength

120. Under the RPwD Act, 2016, who is responsible for issuing the 'Certificate of Disability'?
(A) Designated Medical Authority
(B) School Principal or Head of Institution
(C) Block Development Officer of local region
(D) Social Welfare Inspector of District Level

121. Under the RPwD Rules, 2017, what is the validity period of a permanent disability certificate issued for permanent physical impairment?
(A) 5 years
(B) 10 years
(C) Valid for lifelong
(D) Subject to annual renewal

122. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Educational institutions cannot refuse admission or discriminate against any student on the ground of disability under Section 16 of the RPwD Act, 2016.
Reason (R): Non-compliance with inclusive education mandates by educational institutions attracts penal provisions under Section 89 and 92 of the RPwD Act, 2016.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

123. Under Section 39 of the RPwD Act, 2016, all government educational institutions and those receiving aid must reserve not less than what percentage of seats in all vocational and skill training courses for persons with benchmark disabilities?
(A) 3 percent
(B) 4 percent
(C) 5 percent
(D) 10 percent

124. What is the primary role of the 'National Fund for Persons with Disabilities' established under Section 86 of the RPwD Act, 2016?
(A) Funding international educational travel and delegations of politicians
(B) Financial support for schemes benefiting persons with disabilities
(C) Paying monthly administrative salaries to state disability commissioners
(D) Funding specialized military security infrastructure for special schools

125. A school management refuses to provide a scribe to a visually impaired student appearing for internal Class IX final examinations, claiming scribes are allowed only in Class X Board exams. What is the legal status of this refusal?
(A) Correct, because internal school examinations are exempt from government rules
(B) Valid if formally approved by the executive Parent Teacher Association body
(C) Illegal, as reasonable accommodation must be provided for all evaluations
(D) Permissible provided compensatory time of 5 minutes per hour is offered

126. Under the 103rd Constitutional Amendment Act, 2019, which constitutional directive under Part IV (DPSP) is cited as supporting the economic reservation framework?
(A) Article 39A
(B) Article 46
(C) Article 43
(D) Article 48

127. Article 15(6)(b) permits reservation for EWS in educational institutions up to 10%, which shall be:
(A) In addition to existing reservations, up to 10% of total seats
(B) Deducted proportionally from existing SC and ST reservation quotas
(C) Applicable exclusively to male students from low-income families
(D) Applicable exclusively to vocational and technical training institutes

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Assistant
(B) Compensatory time of 20 minutes per hour of written examination
(C) Complete exemption from taking board examinations
(D) Exemption from mandatory compulsory third language requirement

90. For a candidate with benchmark disability using a scribe during CBSE examinations, what is the standard compensatory time granted?
(A) 10 minutes per hour of exam
(B) 15 minutes per hour of exam
(C) 20 minutes per hour of exam
(D) 30 minutes per hour of exam

91. Who is eligible to act as a scribe for a candidate with benchmark disability in school examinations as per Ministry of Social Justice and Empowerment guidelines?
(A) A relative of the candidate studying in the exact same grade level
(B) A teacher from the same school teaching that subject to the candidate
(C) A government official appointed directly by the examination board
(D) Any person chosen meeting the examining body's criteria

92. Under the RTE Rules applicable in Delhi, what is the maximum age relaxation granted for admission of children with special needs (CWSN) into age-appropriate classes?
(A) No age relaxation allowed
(B) Up to 2 years relaxation
(C) Up to 5 years relaxation
(D) Up to 1 year relaxation

93. Under Section 21 of the RPwD Act, 2016, every establishment (including educational institutions) must formulate and publish which document detailing facilities provided to disabled employees and students?
(A) Comprehensive Disability Charter
(B) Institutional Accessibility Statement
(C) Equal Opportunity Policy
(D) Inclusion Master Action Plan

94. The Equal Opportunity Policy prepared by an establishment under Section 21 of the RPwD Act, 2016 must be registered with which authority?
(A) Central Vigilance Commission at the national headquarters
(B) Union Ministry of Education / Department of School Education
(C) District Magistrate / Deputy Commissioner of the district
(D) Chief or State Commissioner for Persons with Disabilities

95. Consider the following statements regarding the 'Rights of Persons with Disabilities Rules, 2017':
I. It lays down rules for accessibility standards for public buildings, transport, and information system.
II. It specifies the procedure for applying for a Disability Certificate.
III. Disability Certificate issued by a competent medical authority is valid across all States/ UTs in India.
IV. Re-assessment of disability is compulsory every 2 years for permanent disabilities.
Which of the statements given above are correct?
(A) I, II, and III only
(B) I and IV only
(C) II, III, and IV only
(D) I, II, III, and IV

96. Under Article 16(4A), reservation in promotion with consequential seniority is available to:
(A) SCs, STs, and OBCs
(B) SCs and STs only
(C) Economically Weaker Sections only
(D) Persons with Disabilities only

97. Which Constitutional Amendment Act added the proviso to Article 335 allowing relaxation in qualifying marks or lowering standards of evaluation for SCs and STs in examinations for promotion?
(A) 77th Amendment Act, 1995
(B) 81st Amendment Act, 2000
(C) 82nd Amendment Act, 2000
(D) 85th Amendment Act, 2001

98. An applicant belonging to OBC category applies for a teacher position in Delhi. The candidate presents an OBC certificate issued by another state (e.g., Uttar Pradesh) based on parents' residence. As per Directorate of Education GNCTD norms for recruitment against Delhi quota posts, the candidate:
(A) Is eligible only if the caste is in the Delhi UT OBC list
(B) Is eligible for OBC reservation automatically in all Delhi schools
(C) Is eligible under EWS quota instead of OBC category in GNCTD

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unaided educational institutions are constitutionally required to provide reservations for SCs, STs, and SEBCs if Parliament or State Legislature enacts a law to that effect.
Reason (R): Article 30(1) minority educational institutions are exempted from the purview of reservation under Article 15(5) to protect their constitutional right to establish and administer educational institutions of their choice.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

139. Which judgment of the Supreme Court of India laid down that reservation in public employment cannot exceed 50 percent total, except under extraordinary circumstances, and introduced the Creamy Layer concept for OBCs?
(A) Champakam Dorairajan Case (1951)
(B) Indra Sawhney v. Union of India (1992)
(C) M. Nagaraj v. Union of India (2006)
(D) Jarnail Singh v. Lachhmi Narain Gupta (2018)

140. In M. Nagaraj v. Union of India (2006), what three conditions (catch-up rule / quantifiable data) were laid down for validating reservation in promotions for SCs/STs under Article 16(4A)?
(A) Financial poverty status, structural illiteracy, and systemic unemployment indicators
(B) Backwardness, inadequate representation, and efficiency of administration
(C) Regional population ratio, land holding sizes, and income tax return records
(D) Gender balance proportions, rural residential status, and marital status records

141. What modification did the Supreme Court make in Jarnail Singh v. Lachhmi Narain Gupta (2018) regarding the M. Nagaraj judgment requirements for SC/ST promotion reservations?
(A) Reiteration that State must collect quantifiable data on backwardness of SCs and STs
(B) Striking down Article 16(4A) completely across all government services in India
(C) No need to collect data on backwardness, but Creamy Layer applies for promotions
(D) Increasing overall ceiling limit on reservations from 50% to 75% nationwide

142. The scheme of 'Pre-Matric Scholarship for SC Students and Others' provides financial assistance to SC students studying in which classes?
(A) Nursery to Class V
(B) Class IX and Class X
(C) Class XI and Class XII only
(D) Higher education degree courses

143. Under the Scheme of Post-Matric Scholarship for SC Students, what is the annual family income ceiling for eligibility?
(A) ₹1.0 Lakh per annum
(B) ₹2.5 Lakh per annum
(C) ₹4.5 Lakh per annum
(D) ₹8.0 Lakh per annum

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144. Which nodal Ministry in the Government of India oversees the implementation of the RPwD Act, 2016 and schemes for empowerment of Persons with Disabilities?
(A) Ministry of Education / Department of School Education
(B) Ministry of Social Justice and Empowerment
(C) Ministry of Women and Child Development and Welfare
(D) Ministry of Home Affairs / Internal Security Division

145. Which department under the Ministry of Social Justice and Empowerment specifically deals with disability welfare?
(A) Department of Social Defense and Rehabilitation Services
(B) Department of Empowerment of Persons with Disabilities
(C) Department of School Education, Literacy, and Special Learning
(D) Department of Higher Education and Professional Research

146. A school principal receives a complaint that a teacher addressed a student belonging to a Scheduled Caste using derogatory caste-based slurs in front of the entire classroom. Under which statutory legislation must immediate reporting/action be initiated?
(A) CCS (Conduct) Rules and SC/ST (Prevention of Atrocities) Act, 1989
(B) Delhi School Education Act, 1973 under conduct regulation provisions
(C) Consumer Protection Act, 2019 governing institutional service delivery
(D) Indian Contract Act, 1872 governing

special recruitment drive
(C) Transferred directly to the OBC reservation quota for immediate filling
(D) Lapses permanently from the sanctioned cadre strength of the school

109. What is the minimum reservation percentage reserved for Scheduled Castes (SC) in direct recruitment on all-India basis by open competition?
(A) 7.5 percent
(B) 15 percent
(C) 27 percent
(D) 10 percent

110. What is the minimum reservation percentage reserved for Scheduled Tribes (ST) in direct recruitment on all-India basis by open competition?
(A) 5 percent
(B) 7.5 percent
(C) 12 percent
(D) 15 percent

111. What is the reservation percentage for Other Backward Classes (OBC) in direct recruitment to civil posts and services under the Central Government?
(A) 15 percent
(B) 20 percent
(C) 27 percent
(D) 33 percent

112. In promotion from one cadre to another in government service, reservation is applicable to which categories under existing Central Government orders?
(A) SC, ST, OBC, and EWS categories
(B) SC and ST only
(C) SC, ST, and OBC categories only
(D) General and EWS categories only

113. Under the Rights of Persons with Disabilities Act, 2016, which section details the specific duties of educational institutions to promote inclusive education?
(A) Section 16
(B) Section 24
(C) Section 35
(D) Section 40

114. Consider the following measures under Section 16 of the RPwD Act, 2016:
I. Admitting children with disabilities without discrimination
II. Making school buildings accessible
III. Providing reasonable accommodation according to individual requirements
IV. Providing necessary support in environments that maximize academic and social development
Which of the above statements are correct?
(A) I and II only
(B) III and IV only
(C) I, II, and III only
(D) I, II, III, and IV

115. Section 18 of the RPwD Act, 2016 requires local authorities and appropriate governments to promote, protect, and ensure full and equal enjoyment of all human rights by persons with disabilities in which domain?
(A) Military training exclusively
(B) International educational exchange programmes only
(C) Adult education and lifelong learning
(D) Private coaching institutes only

116. Under the RTE Act, 2009, Section 2(d) defines 'child belonging to disadvantaged group'. Which of the following is explicitly included?
(A) Child whose parent's income is above the income tax threshold limit
(B) Child studying in central government funded residential public school
(C) Child living abroad with non-resident parents on overseas assignment
(D) Child belonging to SC, ST, SEBC, orphan, or CWSN

117. Section 2(e) of the RTE Act, 2009 defines 'child belonging to weaker section'. What is the defining criterion?
(A) Social status of caste or community specified under local state lists
(B) Geographical residence in remote rural or declared backward regions
(C) Parents' annual income lower than the specified limit
(D) Gender or transgender status of the child seeking school admission

118. In Delhi, which authority notifies the criteria and annual income limits for EWS and DG categories under RTE Section 12(1)(c)?
(A) Ministry of Home Affairs
(B) Directorate of Education, GNCTD
(C) Central Board of Secondary Education
(D) National Commission for Protection of Child

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ANSWERS

1. (B) Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995
The Rights of Persons with Disabilities Act, 2016 came into effect to replace the earlier legislative framework established under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. This legislative transition marked a significant movement towards aligning national statutory provisions with contemporary international standards concerning disability rights and accessibility.

2. (A) United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
India ratified the United Nations Convention on the Rights of Persons with Disabilities in 2007, creating an international legal obligation to update its domestic legislation. To fulfill these commitments, Parliament enacted the Rights of Persons with Disabilities Act, 2016, replacing older legislation to ensure rights, non-discrimination, and equal opportunities across all spheres of public life.

3. (B) 40 percent
Under Section 2(r) of the Rights of Persons with Disabilities Act, 2016, a person with benchmark disability is explicitly defined as an individual who possesses not less than forty percent of a specified disability. This statistical threshold must be formally certified by an authorized medical authority following official guidelines established for statutory disability assessment.

4. (D) Person with high support needs
The Rights of Persons with Disabilities Act, 2016 introduces the formal designation of a person with high support needs. This classification applies to individuals with benchmark disabilities who require intensive, continuous physical, daily, or administrative assistance for carrying out routine daily activities, educational tasks, mobility, and independent living within their community.

5. (A) Both A and R are true and R is the correct explanation of A
The Rights of Persons with Disabilities Act, 2016 fundamentally transforms disability governance by transitioning from a paternalistic medical-welfare model to a rights-based framework. This conceptual shift is legally driven by statutory recognition of human dignity, individual autonomy, freedom of personal choices, and independent living principles guaranteed as essential rights for all individuals.

6. (C) Section 31
Section 31 of the Rights of Persons with Disabilities Act, 2016 places a legal mandate on appropriate government authorities and local bodies to guarantee free education to every child with benchmark disability. The statute ensures access to appropriate educational environments, including neighborhood schools or special institutions, equipped with necessary learning accommodations and support tools.

7. (B) 6 to 18 years
Section 31 of the Rights of Persons with Disabilities Act, 2016 provides a specialized legal guarantee granting free education to children with benchmark disabilities between the ages of six and eighteen years. This provision extends beyond the general statutory age limit specified under the Right to Education Act to ensure comprehensive learning support.

8. (D) I, II, III, and IV
The Schedule attached to the Rights of Persons with Disabilities Act, 2016 comprehensively expands the list of recognized specified conditions. It explicitly incorporates physical, neurological, and hematological conditions including acid attack victims, Parkinson's disease, specific learning disabilities, and thalassemia, thereby ensuring broad legal recognition, institutional protection, and affirmative rights for affected individuals.

9. (C) 21
The Rights of Persons with Disabilities Act, 2016 expanded the official scope of statutory disability recognition in India by raising the

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28. (A) Both A and R are true and R is the correct explanation of A
Section 20 of the Rights of Persons with Disabilities Act, 2016 strictly prohibits government establishments from discriminating against employees who acquire disabilities during service. Establishments cannot reduce their rank or terminate their employment, but must instead redeploy them to suitable posts or create supernumerary positions until reaching normal superannuation age.

29. (A) 1st Constitutional Amendment Act, 1951
Article 15(4) was incorporated into the Constitution of India through the First Constitutional Amendment Act of 1951. This landmark amendment empowered the State to formulate special statutory provisions and affirmative action policies aimed at advancing socially and educationally backward classes of citizens, as well as Scheduled Castes and Scheduled Tribes across India.

30. (D) Socially and educationally backward classes, or SCs and STs
Article 15(4) of the Constitution of India provides an explicit exception to the general prohibition of discrimination. It enables the State to create special provisions for the educational and social advancement of socially and educationally backward classes of citizens, as well as members belonging to the Scheduled Castes and the Scheduled Tribes nationwide.

31. (A) State of Madras v. Champakam Dorairajan (1951)
The Supreme Court judgment in State of Madras v. Champakam Dorairajan (1951) invalidated communal reservations in medical and engineering admissions. This decision prompted Parliament to enact the First Constitutional Amendment in 1951, inserting Article 15(4) to allow special provisions and affirmative action for socially and educationally backward classes and Scheduled Castes or Tribes.

32. (B) Minority educational institutions protected under Article 30(1)
Article 15(5) empowers the State to enact laws providing reservation in admissions across public and private educational institutions, whether aided or unaided by state funds. However, the clause explicitly excludes minority educational institutions established and administered under Article 30(1) to protect their fundamental right to preserve distinct institutional and cultural autonomy.

33. (C) 93rd Amendment Act, 2005
Article 15(5) was inserted into the Constitution of India by the Ninety-Third Constitutional Amendment Act, 2005. This constitutional addition enabled the government to extend reservation provisions for socially and educationally backward classes, Scheduled Castes, and Scheduled Tribes into private aided and unaided educational institutions across the country, excluding minority institutions.

34. (A) Ashok Kumar Thakur v. Union of India (2008)
In Ashok Kumar Thakur v. Union of India (2008), a Constitution Bench of the Supreme Court upheld the constitutional validity of the Ninety-Third Constitutional Amendment Act, 2005 and Article 15(5). The Court affirmed state authority to enact reservation policies in educational institutions, including private unaided non-minority institutions, for backward categories.

35. (A) I, II, and IV only
Constitutional provisions authorize special affirmative measures in education and public employment. Article 15(4) enables provisions for socially and educationally backward classes, Article 15(5) extends reservations to private educational institutions while explicitly excluding minority institutions protected under Article 30(1), and Article 15(6) introduces dedicated reservation for Economically Weaker Sections nationwide.

36. (D) Is not adequately represented in public services under the State
Article 16(4) of the Constitution of India empowers the State to make provision for the reservation of appointments or posts in favour of any backward class of citizens. The primary constitutional prerequisite for exercising this power is the opinion of the State that such class is not adequately represented in public employment.

37. (A) 77th Constitutional Amendment Act, 1995
Article 16(4A) was introduced into the Constitution of India by the Seventy-Seventh Constitutional Amendment Act in 1995. This

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19. (C) Make school buildings, campus, and facilities fully accessible to all
Section 16 of the Rights of Persons with Disabilities Act, 2016 places a legal duty on educational institutions funded or recognized by the government to make their infrastructure accessible. This requires modifying school buildings, campuses, classrooms, and associated facilities to ensure barrier-free movement, safety, and full participation for all students with disabilities.

20. (B) 4 percent
Section 34 of the Rights of Persons with Disabilities Act, 2016 mandates that government establishments reserve a minimum of four percent of total vacancies for persons with benchmark disabilities. This mandatory reservation in public employment significantly increased the earlier three percent quota, guaranteeing enhanced vocational opportunities across designated government cadres and public sector positions.

21. (C) Five categories
Section 34(1) of the Rights of Persons with Disabilities Act, 2016 divides the four percent public employment reservation into five distinct disability category groups. These cover visual impairment, hearing impairment, locomotor disability, autism/intellectual disability/mental illness, and multiple disabilities, ensuring proportional representation and equitable recruitment distribution across various physical and cognitive conditions.

22. (B) 1 percent
Under Section 34 of the Rights of Persons with Disabilities Act, 2016, one percent of total vacancies in public employment is reserved specifically for persons with blindness and low vision. This dedicated quota forms part of the overall four percent reservation framework, ensuring targeted recruitment opportunities in government posts for visually impaired individuals.

23. (D) It is carried forward to the succeeding recruitment year
Section 34(2) of the Rights of Persons with Disabilities Act, 2016 stipulates that if a post reserved for benchmark disabilities cannot be filled due to lack of a suitable candidate, the vacancy must be carried forward to the next recruitment year. It cannot automatically lapse or be de-reserved during the initial recruitment phase.

24. (D) I, II, III, and IV
Section 17 of the Rights of Persons with Disabilities Act, 2016 outlines comprehensive measures for promoting inclusive education. It mandates periodic student surveys every five years, establishment of specialized teacher training colleges, provision of accessible transport or financial assistance, and necessary modifications in curriculum and examination systems to support students with disabilities effectively.

25. (C) Chief Commissioner for Persons with Disabilities
The Chief Commissioner for Persons with Disabilities is designated as the primary statutory body responsible for monitoring the implementation of accessibility standards and safeguarding rights at the national level. Under the Rights of Persons with Disabilities Act, 2016, this office investigates complaints regarding non-compliance with accessibility norms in public facilities and infrastructure.

26. (A) Installing high-speed motorized elevators in all single-story school blocks
Accessibility guidelines for educational environments emphasize functional features such as standard ramps with handrails, tactile ground indicators for directional guidance, and accessible sanitary facilities with grab bars. Installing motorized elevators in single-story structures is unnecessary and not a statutory requirement, as ground-level access is already naturally continuous and barrier-free without mechanical assistance.

27. (D) The most appropriate languages, modes, and means of communication
Section 16(v) of the Rights of Persons with Disabilities Act, 2016 mandates that education for individuals who are blind, deaf, or both must be delivered in the most appropriate languages, modes, and means of communication. This includes using sign language, Braille, and augmentative communication methods within inclusive learning environments.

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pursuing studies in notified premier institutions like IITs, IIMs, and NITs. It covers full tuition fees, non-refundable charges, living expenses, and academic book allowances.

68. (D) OBC, EBC, and De-notified/Nomadic Tribes (DNT) students
The PM Young Achievers Scholarship Award Scheme for Vibrant India is an umbrella scholarship initiative implemented by the Ministry of Social Justice and Empowerment. It provides structured educational scholarships and financial assistance specifically targeting meritorious students from Other Backward Classes, Economically Backward Classes, and De-notified, Nomadic, and Semi-Nomadic Tribes nationwide.

69. (B) 60:40 (Central : State/UT)
Under the restructured Post-Matric Scholarship Scheme for Scheduled Caste Students introduced from 2020-21, financial liability is shared between the Central Government and State or Union Territory Governments. The funding pattern is fixed at a sixty-forty ratio between the Centre and States, ensuring enhanced financial stability and timely scholarship disbursements.

70. (B) Master's Degree and Ph.D. courses
The National Overseas Scholarship Scheme provides financial assistance to selected low-income students belonging to Scheduled Castes, De-notified Tribes, and Landless Agricultural Labourers. The scheme supports higher studies abroad exclusively for pursuing Master's degree and Ph.D. level programs in specified academic fields at recognized international universities and institutions.

71. (D) Provision of fortified rice, pulses, and micronutrients
Under the PM POSHAN scheme, special emphasis is placed on addressing malnutrition and anemia among school children in disadvantaged and backward regions. The program incorporates fortified rice, essential pulses, vegetables, and targeted micronutrient supplementation into freshly cooked hot meals, ensuring balanced nutrition and promoting regular school attendance nationwide.

72. (A) Both A and R are true and R is the correct explanation of A
Section 12(1)(c) of the Right to Education Act, 2009 mandates private unaided schools to reserve at least twenty-five percent of entry-level seats for children from weaker sections and disadvantaged groups. Under Section 12(2), the State reimburses these schools for tuition costs up to per-child state expenditure limits, supporting inclusive schooling.

73. (C) Child belonging to SC, ST, OBC (NCL), Orphan, CWSN, or Transgender
Under the Right to Education Act and local educational rules in Delhi, a child belonging to a disadvantaged group includes children from Scheduled Castes, Scheduled Tribes, Other Backward Classes (Non-Creamy Layer), orphans, children with special needs, and transgender children. This classification guarantees eligibility for reserved admissions in recognized private schools.

74. (A) ₹1 Lakh per annum
For entry-level admissions under the Economically Weaker Section quota in private unaided recognized schools in Delhi under the Right to Education Act, the Directorate of Education, GNCTD prescribes an annual family income ceiling of one lakh rupees. Families earning up to this limit qualify for free seats under reserved admission schemes.

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75. (D) Anti-Discrimination Officer
To prevent social discrimination and ensure equitable treatment for students belonging to Scheduled Castes, Scheduled Tribes, disadvantaged groups, and Persons with Benchmark Disabilities, educational regulations mandate the appointment of an Anti-Discrimination Officer in schools. This officer oversees complaints, promotes inclusive practices, and safeguards student rights within the institution.

76. (B) National Commission for Scheduled Castes / Scheduled Tribes
When individuals face grievances concerning non-compliance with reservation mandates or violation of rights guaranteed to Scheduled Castes or Scheduled Tribes in public employment or educational admissions, they can approach the National Commission for Scheduled Castes or Scheduled Tribes. These constitutional bodies

constitutional amendment empowered the State to enact statutory provisions for reservation in matters of promotion in government services for members belonging to the Scheduled Castes and Scheduled Tribes lacking adequate service representation.

38. (B) The 50% ceiling limit on reservation in a single year for backlog vacancies
Article 16(4B), added by the Eighty-First Constitutional Amendment Act, 2000, allows the State to treat unfilled reserved vacancies of a year as a separate class of vacancies. It ensures that such backlog vacancies are excluded from calculating the fifty percent ceiling limit on total reservations applied to recruitment in subsequent years.

39. (D) 85th Amendment Act, 2001
The Eighty-Fifth Constitutional Amendment Act, 2001 amended Article 16(4A) of the Constitution of India to extend the benefit of consequential seniority to Scheduled Caste and Scheduled Tribe government employees promoted through reservation. This amendment was given retrospective effect from June 1995 to protect seniorities granted under promotion reservation rules.

40. (A) Weaker sections, especially Scheduled Castes and Scheduled Tribes
Article 46 of the Constitution of India, located within the Directive Principles of State Policy, directs the State to promote with special care the educational and economic interests of the weaker sections of the people. It emphasizes prioritizing the protection and advancement of members belonging to Scheduled Castes and Scheduled Tribes nationwide.

41. (C) Social injustice and all forms of exploitation
Article 46 of the Constitution of India contains a specific constitutional directive mandating the State to actively protect weaker sections of the population, particularly Scheduled Castes and Scheduled Tribes. The provision explicitly obligates government administration to safeguard these groups against social injustice and all forms of socio-economic exploitation across society.

42. (B) Both A and R are true but R is not the correct explanation of A
Directive Principles of State Policy under Part IV, including Article 46, are non-justiciable as per Article 37, meaning they cannot be directly enforced through courts. Article 37 simultaneously establishes that these principles remain fundamental in national governance, imposing a duty on the State to apply them when enacting laws and public policies.

43. (D) Article 15(6) and Article 16(6)
The One Hundred and Third Constitutional Amendment Act, 2019 introduced Article 15(6) and Article 16(6) into the Constitution of India. These sub-articles empowered the government to provide affirmative action and up to ten percent reservation for Economically Weaker Sections in educational admissions and public employment appointments across the country.

44. (C) 10 percent
Articles 15(6) and 16(6) of the Constitution of India authorize the State to provide statutory reservation for Economically Weaker Sections of citizens. The maximum quota permitted under these constitutional provisions is ten percent, which operates in addition to the existing vertical reservations provided for Scheduled Castes, Scheduled Tribes, and Other Backward Classes.

45. (C) Persons not covered under SC, ST, and OBC reservation, meeting income/asset criteria
Reservation for Economically Weaker Sections under Article 15(6) and Article 16(6) is specifically designed for citizens who are not covered under existing vertical reservation schemes for Scheduled Castes, Scheduled Tribes, and Other Backward Classes. Eligible candidates must fulfill prescribed economic criteria regarding annual family income and designated property asset limits.

46. (D) Janhit Abhiyan v. Union of India
In Janhit Abhiyan v. Union of India (2022), a five-judge Constitution Bench of the Supreme Court of India upheld the constitutional validity of the One Hundred and Third Constitutional Amendment Act by a 3:2 majority. The court ruled that ten percent EWS reservation does not violate the basic structure of the Constitution.

47. (D) Below ₹8.0 Lakh per annum
Under the Central Government criteria for identifying Economically Weaker Sections, the gross annual family income ceiling is fixed at below eight lakh rupees. Families earning less than this statutory limit from all income sources

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number of specified disability categories from seven to twenty-one. This expansion under the legislation ensures broader institutional coverage, affirmative action benefits, legal protections, and statutory entitlements across various socio-economic and educational domain frameworks.

10. (A) Specific Learning Disabilities
Under the Rights of Persons with Disabilities Act, 2016, specific learning disabilities represent a distinct statutory category of specified disabilities. This classification encompasses diverse heterogeneous neurodevelopmental conditions affecting processing abilities, explicitly including reading difficulties such as dyslexia, writing challenges like dysgraphia, and mathematical calculation impairments known as dyscalculia, requiring targeted educational accommodations.

11. (D) Haemophilia
The Rights of Persons with Disabilities Act, 2016 explicitly recognizes blood disorders as specified disabilities under its statutory schedule. Haemophilia, an inherited genetic disorder characterized by impaired blood clotting ability, is included within this category alongside other hematological conditions such as thalassemia and sickle cell disease, ensuring structured healthcare access and legal entitlements.

12. (B) Cerebral Palsy
Cerebral palsy is defined under the Rights of Persons with Disabilities Act, 2016 as a non-progressive neurological condition caused by brain damage occurring before, during, or shortly after birth. It predominantly impacts muscle coordination, motor control, posture, and movement, requiring specialized educational registration, adaptive teaching methodologies, and physical accessibility measures in academic settings.

13. (C) Mental Illness
Under the statutory schedule of the Rights of Persons with Disabilities Act, 2016, mental illness is categorized under the head of mental behaviour. It refers to a substantial disorder of thinking, mood, perception, orientation, or memory that grossly impairs judgment, behaviour, capacity to recognize reality, or ability to meet ordinary demands of life.

14. (B) 20 degrees up to 10 degrees
The Rights of Persons with Disabilities Act, 2016 provides precise medical definitions for visual impairments. Low vision is defined in part by a restriction of the field of vision subtending an angle of less than twenty degrees down to ten degrees, or visual acuity not exceeding 6/18 or less than 6/60 in the better eye.

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15. (A) Both A and R are true and R is the correct explanation of A
Dwarfism is explicitly classified as an independent category under locomotor disability in the Rights of Persons with Disabilities Act, 2016. This inclusion is based on the statutory medical definition specifying a genetic or medical condition that results in an adult height of four feet ten inches or less, ensuring target rights and assistance.

16. (B) Central Government
The Central Government holds the statutory authority under the Rights of Persons with Disabilities Act, 2016 to formulate and issue standardized guidelines for evaluating and assessing specified disabilities. These national guidelines establish uniform criteria for medical boards to certify disability severity and grant official certificates across all States and Union Territories.

17. (C) 5 percent
Section 32 of the Rights of Persons with Disabilities Act, 2016 mandates that all government higher educational institutions and government-aided institutions reserve not less than five percent of total seats for persons with benchmark disabilities. This legal provision aims to enhance higher learning opportunities and ensure equitable representation across academic institutions nationwide.

18. (A) I, II, and IV only
Under the Rights of Persons with Disabilities Act, 2016, Section 32 provides minimum five percent seat reservation and five years upper age relaxation for admissions in higher education institutions. Furthermore, institutions must supply special learning materials and devices. Free education under Section 31 covers children with benchmark disabilities up to eighteen years of age.

horizontal quota candidates are adjusted against the respective unreserved, SC, ST, OBC, or EWS roster points based on their social category.

58. (A) Both A and R are true and R is the correct explanation of A
Reserved category candidates who secure selection purely on open merit without availing relaxation in age, qualification standards, or experience are recommended against open unreserved vacancies. Their appointment does not consume reserved roster points, preserving vertical reservation quotas intact for other candidates from those backward social categories in public recruitment.

59. (D) SC: 15%, ST: 7.5%, OBC: 27%
In direct recruitment on an all-India basis through open competition, the Central Government applies standard reservation percentages. Scheduled Castes are allocated fifteen percent, Scheduled Tribes receive seven and a half percent, and Other Backward Classes are provided twenty-seven percent reservation, mapped systematically across the standard two hundred point roster system.

60. (B) SC 15%, ST 7.5%, OBC 27% (subject to Delhi OBC list)
Direct recruitment in Delhi Government schools follows the central pattern of reservation percentages, comprising fifteen percent for Scheduled Castes, seven and a half percent for Scheduled Tribes, and twenty-seven percent for Other Backward Classes. However, OBC reservation benefits are strictly restricted to castes included in the official Delhi UT OBC list.

61. (C) No reservation can apply as it would amount to 100% reservation
The Supreme Court established in the Post Graduate Institute case that statutory reservation cannot apply to a single isolated post in a cadre. Applying reservation to a single post would result in total hundred percent reservation for that position, violating constitutional provisions guaranteeing equality of opportunity in public employment.

62. (A) 50 percent ceiling
Under Central Government rules and established constitutional jurisprudence, the total vertical social reservation combining Scheduled Castes, Scheduled Tribes, Other Backward Classes, and Economically Weaker Sections must not exceed the fifty percent ceiling limit. This boundary ensures proper balance between affirmative social action and open competitive merit in public appointments.

63. (A) To ensure implementation of reservation rules and inspect roster registers
Liaison Officers are designated in government departments and educational authorities to oversee statutory reservation enforcement. Their primary duties include inspecting post-based roster registers, verifying proper implementation of reservation orders for SC, ST, OBC, EWS, and PwBD categories, and addressing administrative compliance issues in direct recruitment and promotional cadres.

64. (B) Deputy Secretary rank officer
Government guidelines issued by the Department of Personnel and Training specify that an officer of at least Deputy Secretary rank or equivalent must be designated as Liaison Officer for reservation matters in each ministry or department. This ensures authoritative supervision over roster maintenance and strict adherence to statutory reservation policies.

65. (B) 5 percent relaxation in qualifying marks
In accordance with central guidelines and teacher eligibility standards, candidates belonging to reserved categories such as Scheduled Castes, Scheduled Tribes, and Other Backward Classes are granted a five percent relaxation in minimum qualifying marks for Teacher Eligibility Tests, enabling broader participation and opportunities in professional teacher recruitment processes.

66. (A) I, III, and IV only
The Creamy Layer principle excludes socially and economically advanced individuals among Other Backward Classes from receiving reservation benefits. It applies when annual income exceeds eight lakh rupees or parents hold specified constitutional posts. Current central government rules do not extend Creamy Layer exclusions to Scheduled Castes or Scheduled Tribes in public recruitment.

67. (C) Top Class Education Scheme for SC Students
The Top Class Education Scheme for SC Students, administered by the Ministry of Social Justice and Empowerment, provides financial support to meritorious Scheduled Caste students

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during the financial year prior to application are eligible for EWS reservation benefits in admissions and recruitment.

48. (B) All sources including salary, agriculture, business, and profession
In calculating gross annual family income for determining Economically Weaker Section eligibility under Central Government rules, revenue from all sources must be combined. This comprehensively includes earnings from professional employment salary, agricultural operations, commercial business enterprises, and professional practices recorded during the financial year preceding the year of official application.

49. (C) Residential plot of 100 sq. yards and above in notified municipalities
Central Government guidelines specify property asset thresholds that disqualify families from claiming Economically Weaker Section status regardless of income. Owning a residential plot measuring one hundred square yards or above in notified municipal areas leads to exclusion from EWS reservation benefits, ensuring targeted assistance to genuinely needy individuals.

50. (C) 200 sq. yards
Under Central Government norms governing Economically Weaker Section reservations, real estate holdings in non-notified rural or non-municipal areas are subject to specific limit checks. Owning a residential plot measuring two hundred square yards and above in areas outside notified municipalities results in disqualification from claiming EWS reservation entitlements.

51. (C) Properties held in different locations are clubbed together
When evaluating real estate asset criteria for determining Economically Weaker Section eligibility, property holdings belonging to a family across different locations are clubbed together. Land, residential flats, or plot measurements situated in different regions or municipalities are aggregated to decide whether the family exceeds the statutory asset disqualification thresholds.

52. (D) I, II, III, and IV
For assessing family income and property assets for Economically Weaker Section reservation, the term family includes the person seeking reservation, their parents, siblings under eighteen years of age, and their spouse and children under eighteen years. The combined earnings and real estate holdings of all these members are evaluated together.

53. (C) Revenue Officer not below Tehsildar / DM / SDM
In Delhi, the statutory authority competent to issue the official Income and Asset Certificate for claiming Economically Weaker Section reservation is a Revenue Officer not below the rank of Tehsildar, Sub-Divisional Magistrate, or District Magistrate. Certificates issued by unauthorized officials or school authorities are not valid for official admissions or appointments.

54. (B) Post-based
In R.K. Sabharwal v. State of Punjab (1995), the Supreme Court established that reservation rosters in public services must be post-based rather than vacancy-based. Rosters track total sanctioned posts within a cadre to ensure reserved category representation corresponds precisely to prescribed percentages without exceeding statutory limits over time.

55. (D) Points are filled only by replacing outgoing candidates of that specific category
In a post-based reservation roster system, once the prescribed quota percentage for a specific reserved category is fully represented in the cadre, the roster operations for that category reach equilibrium. Subsequent roster points are filled exclusively by replacing outgoing incumbents belonging to that specific category upon their retirement, resignation, or promotion.

56. (A) Horizontal Reservation
Reservation granted to Persons with Benchmark Disabilities in government recruitment operates as horizontal reservation. Unlike vertical social reservation applicable to SC, ST, and OBC categories, horizontal reservation cuts across all social categories, requiring selected candidates to be adjusted within their respective vertical social quotas or unreserved positions on the roster.

57. (C) Candidates are adjusted against their respective social vertical categories
Horizontal reservation for special categories such as Persons with Benchmark Disabilities or Ex-Servicemen is executed by placing qualified candidates into the specific vertical reservation categories to which they belong. Selected

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investigate complaints and recommend corrective administrative remedies.

77. (C) Illegal, as admission cannot be denied due to disability
Denying admission to a child on the grounds of physical disability or lack of accessible physical infrastructure is illegal under both the Rights of Persons with Disabilities Act, 2016 and the Right to Education Act, 2009. Educational institutions are legally required to admit the student and urgently retrofit facilities to ensure accessibility.

78. (C) Fine which may extend to ₹50,000
Section 89 of the Rights of Persons with Disabilities Act, 2016 establishes penal provisions for non-compliance. Any person or authority who commits a first offence by contravening any provision of the Act or its associated rules faces a statutory fine that may extend up to fifty thousand rupees upon conviction by court.

79. (B) Fine of ₹50,000 up to ₹5 Lakh
For repeated or subsequent contraventions of statutory provisions under the Rights of Persons with Disabilities Act, 2016 following an initial conviction, Section 89 mandates enhanced financial penalties. The fine for subsequent offences ranges from a minimum of fifty thousand rupees up to a maximum of five lakh rupees per violation.

80. (B) I, II, and III only
Articles 14, 16(1), and 16(2) form core constitutional guarantees of fundamental rights regarding equality and non-discrimination. Article 14 ensures general equality before the law, while Articles 16(1) and 16(2) guarantee equal opportunity in public employment and explicitly prohibit state discrimination based on religion, race, caste, sex, descent, place of birth, or residence.

81. (B) Economic status
Article 16(2) of the Constitution of India specifies seven prohibited grounds of discrimination regarding public employment under the State. These grounds are religion, race, caste, sex, descent, place of birth, and residence. Economic status is not listed among the original grounds in Article 16(2), although separate provisions exist for economic reservations.

82. (C) Article 17
Article 17 of the Constitution of India formally abolishes untouchability and strictly forbids its practice in any shape or form. The enforcement of any disability arising out of untouchability is declared an offence punishable in accordance with statutory laws enacted by Parliament, establishing a crucial fundamental human rights guarantee nationwide.

83. (B) Article 17
The Protection of Civil Rights Act, 1955 was enacted by Parliament to enforce the constitutional prohibition of untouchability embodied in Article 17. The statute prescribes penalties for enforcing religious, social, or physical disabilities on grounds of untouchability, protecting civil rights and promoting equality across public spaces and institutions.

84. (D) State Commissioner for Persons with Disabilities
At the State level, the Rights of Persons with Disabilities Act, 2016 provides for the appointment of a State Commissioner for Persons with Disabilities. This statutory authority functions to monitor implementation of legal safeguards, oversee accessibility initiatives, investigate rights violations, and act as a grievance redressal mechanism within the jurisdiction.

85. (C) Assessment Board
Under Section 38 of the Rights of Persons with Disabilities Act, 2016, any person with benchmark disability who requires high support needs may submit an official application to the designated Assessment Board. The board evaluates individual requirements and recommends tailor-made support, physical assistance, and administrative measures to facilitate daily activities.

86. (C) Section 92
Section 92 of the Rights of Persons with Disabilities Act, 2016 specifies severe punishments for offences of atrocities against disabled individuals. Specifically, intentionally insulting or intimidating with intent to humiliate a person with disability in any place within public view constitutes a punishable criminal offence under this statutory provision.

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87. (A) Imprisonment of 6 months to 5 years and fine
Section 92 of the Rights of Persons with Disabilities Act, 2016 prescribes criminal penalties for committing acts of atrocity, insult, or severe discrimination against persons with disabilities. The punishment upon conviction includes mandatory imprisonment for a term ranging between six months and five years, along with a fine determined by court.

88. (A) Both A and R are true and R is the correct explanation of A
Under Section 16 of the Rights of Persons with Disabilities Act, 2016, educational institutions must ensure accessibility and monitor student participation. Maintaining a separate accessibility register and conducting periodic structural audits fulfill these statutory obligations, guaranteeing that physical and educational barriers are systematically identified and eliminated for students.

89. (C) Complete exemption from taking board examinations
Examining boards like CBSE provide accommodations for candidates with benchmark disabilities, including scribes, readers, compensatory examination time, and language exemptions. However, complete exemption from taking board examinations is not authorized under standard guidelines, as statutory provisions aim to facilitate inclusive assessment rather than eliminating academic evaluations entirely.

90. (C) 20 minutes per hour of exam
Under guidelines issued by the Ministry of Social Justice and Empowerment and adopted by CBSE, candidates with benchmark disabilities using a scribe or facility of compensatory time are granted twenty minutes of extra time per hour of written examination. This standard adjustment ensures fair evaluation without causing candidate fatigue.

91. (D) Any person chosen meeting the examining body's criteria
As per updated government guidelines for conducting examinations for persons with benchmark disabilities, candidates have the flexibility to choose their own scribe or request the examining body to provide one. The scribe must meet basic academic criteria established by the examining authority without restriction on educational background or relationship.

92. (C) Up to 5 years relaxation
Under Right to Education rules applicable in Delhi, age relaxation of up to five years is granted for admitting children with special needs into age-appropriate classes. This flexible age entry criterion ensures that disabled children who faced delayed early schooling can access formal education without structural administrative barriers.

93. (C) Equal Opportunity Policy
Section 21 of the Rights of Persons with Disabilities Act, 2016 mandates that every establishment, including government and private educational institutions, formulate and publish an Equal Opportunity Policy. This official document details specific measures, facilities, accessible infrastructure, and non-discrimination provisions implemented for disabled employees and enrolled students.

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94. (D) Chief or State Commissioner for Persons with Disabilities
Under Section 21 of the Rights of Persons with Disabilities Act, 2016, establishments must register their official Equal Opportunity Policy with the Chief Commissioner or the State Commissioner for Persons with Disabilities, depending on jurisdiction. This regulatory registration ensures oversight and accountability regarding non-discrimination and accessibility implementation in organizations.

95. (A) I, II, and III only
The Rights of Persons with Disabilities Rules, 2017 define detailed accessibility standards and procedures for issuing disability certificates. Certificates issued by competent medical authorities are valid across all States and Union Territories. However, compulsory re-assessment every two years is not mandated for permanent disabilities, preserving lifelong validity once certified.

96. (B) SCs and STs only
Article 16(4A) of the Constitution of India provides for reservation in matters of promotion with consequential seniority exclusively for members belonging to the Scheduled Castes and Scheduled Tribes. This constitutional promotion benefit does not extend to Other Backward

Classes, Economically Weaker Sections, or general category government employees in public services.

97. (C) 82nd Amendment Act, 2000
The Eighty-Second Constitutional Amendment Act, 2000 inserted a proviso to Article 335 of the Constitution of India. This amendment empowered the State to restore relaxations in qualifying marks and lower standards of evaluation for Scheduled Castes and Scheduled Tribes candidates in departmental examinations conducted for promotion in public service.

98. (A) Is eligible only if the caste is in the Delhi UT OBC list
For direct recruitment in Delhi Government services and school teacher positions, OBC candidates holding certificates from other states are eligible for reservation benefits only if their specific caste is explicitly listed in the official Delhi UT OBC notification, reflecting localized social backwardness criteria established by the territory.

99. (C) National Commission for Scheduled Castes
Article 338 of the Constitution of India establishes the National Commission for Scheduled Castes as a permanent constitutional body. The Commission is vested with statutory duties to investigate rights violations, monitor constitutional safeguards, evaluate socio-economic development, and advise government bodies on welfare policies for Scheduled Castes across India.

100. (B) Article 338A
Article 338A of the Constitution of India establishes the National Commission for Scheduled Tribes. Created via the Eighty-Ninth Constitutional Amendment Act, 2003, which bifurcated the erstwhile combined commission, this independent constitutional body oversees the implementation of statutory safeguards, investigates specific grievances, and protects Scheduled Tribe interests nationwide.

101. (C) 102nd Constitutional Amendment Act, 2018
The National Commission for Backward Classes was accorded constitutional status through the One Hundred and Second Constitutional Amendment Act, 2018. This amendment elevated the commission from a statutory body to a constitutional authority empowered to investigate grievances and monitor safeguards for socially and educationally backward classes under the Constitution.

102. (C) Article 338B
The National Commission for Backward Classes was granted constitutional status under Article 338B of the Constitution of India, inserted by the 102nd Amendment Act, 2018. Article 338B details the structure, duties, powers, and investigative functions of the Commission regarding the protection and development of backward classes.

103. (C) 105th Amendment Act, 2021
The One Hundred and Fifth Constitutional Amendment Act, 2021 restored the power of State Governments and Union Territories to independently identify and maintain their own state lists of Socially and Educationally Backward Classes. This amendment clarified statutory ambiguities following judicial interpretations of earlier constitutional amendments regarding OBC identification.

104. (A) President of India
Under Article 341(1) of the Constitution of India, the President of India is empowered to specify the castes, races, or tribes deemed to be Scheduled Castes in relation to a State or Union Territory. This presidential notification is issued after consultation with the Governor of the respective state concerned.

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105. (A) Both A and R are true and R is the correct explanation of A
Under Article 341(2) of the Constitution of India, any inclusion into or exclusion from the Presidential list of Scheduled Castes can be made solely by an Act of Parliament. State Governments possess no independent legal authority to modify or alter the central list issued under Article 341(1) through executive orders.

106. (A) Filling a reserved vacancy with a general candidate when no reserved candidate is available
In administrative reservation terms, de-reservation refers to the formal process of filling a vacancy reserved for SC, ST, or OBC candidates with an unreserved general category candidate when qualified reserved category candidates are unavailable. This procedure requires strict government sanctions and is subject to stringent regulatory restrictions in recruitment.

127. (A) In addition to existing reservations, up to 10% of total seats
Article 15(6)(b) of the Constitution allows up to ten percent reservation for Economically Weaker Sections in educational institutions. This quota is allocated in addition to existing reservations for Scheduled Castes, Scheduled Tribes, and Other Backward Classes, thereby expanding total available seats to prevent reduction of general merit positions.

128. (A) I, III, and IV only
The 200-Point Reservation Roster tracks cadre strength across posts to ensure accurate statutory representation for SC, ST, OBC, and EWS categories. Rosters are maintained separately for direct recruitment and promotion cadres. Specific points are distributed systematically across the entire roster cycle rather than grouping reserved posts sequentially at the start.

129. (C) 27 percent
The maximum percentage of reservation allocated to Other Backward Classes in direct recruitment to civil services and teaching positions under GNCTD (Directorate of Education) is twenty-seven percent. Candidates claiming this quota must belong to non-creamy layer categories listed in the official Delhi UT OBC list.

130. (B) 5 years
Under Department of Personnel and Training rules, candidates belonging to Scheduled Castes and Scheduled Tribes are granted an upper age relaxation of five years for direct recruitment to government services. This relaxation applies across all civil posts and services under central and Delhi government establishments.

131. (A) 3 years
Under Central and Delhi Government recruitment rules, candidates belonging to Other Backward Classes (Non-Creamy Layer) are entitled to an upper age relaxation of three years for direct recruitment to civil posts. This administrative relaxation facilitates broader entry opportunities for eligible backward class applicants in public services.

132. (B) 10 years
Persons with Benchmark Disabilities belonging to the General or Unreserved category are granted an upper age relaxation of ten years for direct recruitment to civil posts under government rules. This statutory relaxation accounts for physical or functional challenges faced during academic and career progression.

133. (C) 15 years
A candidate with benchmark disability who also belongs to the Scheduled Caste or Scheduled Tribe category is eligible for a cumulative upper age relaxation of fifteen years in direct recruitment to government posts. This total combines the ten-year PwBD relaxation with the five-year SC/ST age relaxation.

134. (B) 13 years
Candidates with benchmark disabilities belonging to the Other Backward Classes (Non-Creamy Layer) category are entitled to a combined upper age relaxation of thirteen years in public recruitment. This total combines the standard ten-year PwBD relaxation with the three-year age relaxation provided for OBC applicants under government rules.

135. (D) Adjusted against PwBD horizontal quota within the UR category
When a PwBD candidate qualifies on open competitive merit without availing relaxed standards in age or qualifications, they are placed in the unreserved merit list. Since PwBD reservation operates horizontally, the candidate is adjusted against the horizontal PwBD quota point situated within the Unreserved category roster block.

136. (A) Section 3
Section 3 of the Rights of Persons with Disabilities Act, 2016 prohibits discrimination against persons with disabilities in any establishment. It guarantees equal treatment and mandates that no disabled person shall be discriminated against unless it is proved that the impugned act is a proportionate means of achieving a legitimate aim.

137. (C) Procedure established by law
Section 3(3) of the Rights of Persons with Disabilities Act, 2016 explicitly guarantees that no person with disability shall be deprived of personal liberty except in accordance with procedure established by law. This statutory protection safeguards disabled individuals against arbitrary detention, institutional confinement, or deprivation of personal freedom.

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117. (C) Parents' annual income lower than the specified limit
Section 2(e) of the Right to Education Act, 2009 defines a child belonging to a weaker section based purely on economic criteria. It refers to a child whose parents or guardians have an annual income lower than the minimum threshold specified by the appropriate government notification in that state.

118. (B) Directorate of Education, GNCTD
In the National Capital Territory of Delhi, the Directorate of Education, GNCTD is the official administrative authority responsible for notifying eligibility criteria, guidelines, and annual family income ceilings for Economically Weaker Section and Disadvantaged Group categories seeking admissions under Section 12(1)(c) of the RTE Act.

119. (C) Section 12(1)(c) read with DoE regulatory orders
In Delhi, admissions for weaker sections and disadvantaged groups in private recognized schools are governed by Section 12(1)(c) of the RTE Act, 2009, executed in coordination with regulatory notifications issued by the Directorate of Education under Delhi School Education Rules. These orders mandate twenty-five percent entry-level reservation.

120. (A) Designated Medical Authority
Under the Rights of Persons with Disabilities Act, 2016, the Certificate of Disability is issued exclusively by a Designated Medical Authority. State governments notify medical boards comprising specialist doctors authorized to evaluate physical or cognitive impairments, assess benchmark percentages, and issue formal disability certificates to eligible individuals.

121. (C) Valid for lifelong
Under the Rights of Persons with Disabilities Rules, 2017, a disability certificate issued for permanent physical or sensory impairment where no variation in condition is anticipated is valid for lifelong. Individuals with permanent certified disabilities are not required to undergo periodic re-evaluations to retain their legal entitlements and benefits.

122. (A) Both A and R are true and R is the correct explanation of A
Section 16 of the Rights of Persons with Disabilities Act, 2016 prohibits educational institutions from denying admission or discriminating against students based on disability. Compliance is mandatory, as failure to provide inclusive education and reasonable accommodations attracts statutory penalties and financial fines under Sections 89 and 92 of the Act.

123. (C) 5 percent
Section 39 of the Rights of Persons with Disabilities Act, 2016 mandates that all government educational institutions and those receiving state aid reserve not less than five percent of seats in vocational and skill training courses for persons with benchmark disabilities, encouraging career development and economic independence.

124. (B) Financial support for schemes benefiting persons with disabilities
The National Fund for Persons with Disabilities, established under Section 86 of the Rights of Persons with Disabilities Act, 2016, provides financial support for welfare programs, accessibility projects, and developmental schemes benefiting disabled individuals across India. It aggregates grants, contributions, and central funds dedicated to disability empowerment initiatives.

125. (C) Illegal, as reasonable accommodation must be provided for all evaluations
Refusing to provide a scribe to a visually impaired student for internal school examinations is illegal under the Rights of Persons with Disabilities Act, 2016. Educational institutions are statutory bound to provide reasonable accommodations, including scribes and compensatory time, across all internal and external academic assessments.

126. (B) Article 46
The 103rd Constitutional Amendment Act, 2019 cites Article 46 of the Directive Principles of State Policy as supporting background rationale. Article 46 directs the State to promote the educational and economic interests of weaker sections of the population, providing constitutional backing for enacting Economically Weaker Section reservation frameworks.

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been pre-audited and cleared by the Director of Audit, GNCTD
(D) That the procurement was formally reviewed and cleared by the Public Accounts Committee of the State Legislature

18. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Procurement of common-use goods and services by Government Ministries and Departments is mandatory through the Government e-Marketplace (GeM).
Reason (R): GeM is an online portal that facilitates transparent, efficient, and cost-effective procurement while promoting direct access to a wide range of registered sellers.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

19. Under Rule 149 of GFR 2017 (GeM procurement), what is the monetary threshold limit for direct purchase of available goods/services on GeM to any of the available suppliers?
(A) Up to ₹10,000
(B) Up to ₹25,000
(C) Up to ₹100,000
(D) Up to ₹250,000

20. Under Rule 149 of GFR 2017, for procurement of goods on GeM exceeding ₹25,000 and up to ₹5,000,000, how should the purchase decision be arrived at?
(A) By directly selecting any registered local vendor regardless of price through informal direct phone negotiation or verbal agreement
(B) By conducting a mandatory physical open auction process at the Departmental Headquarters in the presence of all committee members
(C) Through the L1 seller among available sellers meeting required specs, after comparing at least three different manufacturers on GeM
(D) By obtaining prior written concurrence and individual sanction from the Controller General of Accounts for each item prior to placement of order

21. Consider the following statements regarding Government e-Marketplace (GeM) provisions under Rule 149:
I. GeM portal can be used for procurement of both goods and common-use services.
II. For goods/services above ₹5,000,000, procurement on GeM must be conducted through online bidding or reverse auction.
III. Procurement through GeM is optional for government school heads, and paper tenders are always preferred.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

22. A Principal intends to purchase 10 interactive smart classroom panels for a government school at an estimated cost of ₹800,000. These panels are available on the GeM portal. Which procurement path is mandatory for the Principal under GFR Rule 149?
(A) Issue a formal paper advertisement in at least two national daily newspapers and wait for physical bid submissions.
(B) Compare offers across at least three manufacturers on GeM meeting specs to buy from L1 seller, or run online bidding on GeM.
(C) Purchase directly from any local vendor without logging into the GeM portal by invoking Rule 154 direct purchase powers.
(D) Refer the file directly to the Finance Department for initiating a manual paper-based tender process outside the digital portal.

23. Under Rule 161 of GFR 2017, what is the standard procurement threshold value at or above which Advertised Tender Enquiry should ordinarily be issued?
(A) ₹500,000
(B) ₹1,000,000
(C) ₹2,500,000
(D) ₹5,000,000

24. Which of the following conditions is required for resorting to Limited Tender Enquiry under Rule 162 of GFR 2017?
(A) The demand is for a highly specialized proprietary technical item owned exclusively by a single international firm or sole manufacturer.

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138. (A) Both A and R are true and R is the correct explanation of A
Article 15(5) enables legislative reservation in private educational institutions, whether aided or unaided. However, minority educational institutions protected under Article 30(1) are explicitly exempted from this provision to safeguard their fundamental constitutional right to establish, administer, and maintain educational institutions according to their choice and cultural identity.

139. (B) Indra Sawhney v. Union of India (1992)
In Indra Sawhney v. Union of India (1992), a nine-judge Constitution Bench of the Supreme Court capped total vertical reservations at fifty percent, barring extraordinary circumstances. The ruling also introduced the Creamy Layer exclusion principle to prevent affluent members of Other Backward Classes from consuming public employment reservation benefits.

140. (B) Backwardness, inadequate representation, and efficiency of administration
In M. Nagaraj v. Union of India (2006), the Supreme Court upheld Article 16(4A) while requiring the State to collect quantifiable data proving three conditions before implementing promotional reservations for SCs/STs: backwardness of the class, inadequacy of their representation in service, and overall maintenance of administrative efficiency under Article 335.

141. (C) No need to collect data on backwardness, but Creamy Layer applies for promotions
In Jarnail Singh v. Lachhmi Narain Gupta (2018), the Supreme Court modified M. Nagaraj by ruling that the State need not collect quantifiable data on the backwardness of Scheduled Castes and Scheduled Tribes. However, the Court held that the Creamy Layer principle applies when extending promotional reservation benefits to SC/ST employees.

142. (B) Class IX and Class X
The Scheme of Pre-Matric Scholarship for SC Students provides financial assistance to Scheduled Caste students studying in Class IX and Class X in recognized schools. The scheme aims to support parents in educating their children, minimize drop-out rates, and prepare students for transitioning into post-matric higher education courses.

143. (B) ₹2.5 Lakh per annum
Under the Post-Matric Scholarship Scheme for Scheduled Caste Students, the annual family income ceiling for eligibility is fixed at two and a half lakh rupees. Students whose parents' combined income from all sources does not exceed this limit are eligible for tuition reimbursement and monthly maintenance allowances.

144. (B) Ministry of Social Justice and Empowerment
The Ministry of Social Justice and Empowerment is the nodal ministry in the Government of India responsible for overseeing the implementation of the Rights of Persons with Disabilities Act, 2016. It formulates policies, coordinates welfare programs, and directs central schemes dedicated to empowering persons with disabilities nationwide.

145. (B) Department of Empowerment of Persons with Disabilities
The Department of Empowerment of Persons with Disabilities, functioning under the Ministry of Social Justice and Empowerment, is the dedicated government department dealing exclusively with disability welfare. It designs national empowerment policies, administers statutory guidelines, and monitors equal opportunity initiatives for disabled citizens across India.

146. (A) CCS (Conduct) Rules and SC/ST (Prevention of Atrocities) Act, 1989
When a teacher uses derogatory caste slurs against a Scheduled Caste student, immediate legal and administrative action must be initiated under the SC/ST (Prevention of Atrocities) Act, 1989 and CCS (Conduct) Rules. The principal must report the offence to law enforcement authorities while starting disciplinary proceedings against the employee.

147. (C) A cognizable and punishable offence
Under Section 3(1)(r) of the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, intentionally insulting or intimidating with intent to humiliate a member of a Scheduled Caste or Scheduled Tribe in any place within public view constitutes a cognizable and punishable criminal offence attracting mandatory statutory penalties.

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6. Under GFR 2017, who among the following is designated as a "Competent Authority"?
(A) Any permanent government servant who has successfully completed a minimum of ten years of continuous administrative service in government
(B) An authority to whom relevant administrative or financial powers have been delegated by the President or higher authority
(C) The senior-most administrative officer or senior non-teaching staff member managing a school office
(D) The internal audit officer or senior accounts officer assigned by the Pay and Accounts Office

7. Consider the following statements regarding the Canons of Financial Propriety under Rule 21 of GFR 2017:
I. The expenditure should not be prima facie more than the occasion demands.
II. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
III. The amount of allowances granted to meet a particular type of expenditure should be so regulated that the allowances are on whole sources of profit to the recipients.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

8. A Head of School sanctioned an expenditure of ₹45,000 for purchasing refreshment items for a staff meeting from the school contingency grant. During audit, it was found that the vendor was owned by the spouse of the Head of School, and prices charged were 30% above prevailing market rates without inviting any quotations. Which fundamental principle of financial propriety under GFR 2017 was directly violated?
(A) Canon that no authority should exercise powers to pass an order to its own advantage and expenditure should not exceed what the occasion demands
(B) Rule governing the formal re-appropriation of sanctioned budget allocations between major heads, minor heads, and sub-heads of departmental expenditure
(C) Mandatory requirement of obtaining prior concurrence and financial sanction from the Pay and Accounts Office for all petty contingent expenditure
(D) Statutory provision regarding compulsory registration, vetting, and mandatory qualification of local commercial vendors on the Central Public Procurement Portal

9. What is meant by "Re-appropriation" of funds within the context of government financial management?
(A) Lapsing of unspent sanctioned budget allocations at the official close of the financial year on March 31st
(B) Obtaining additional funds through supplementary demands for grants submitted to and approved by the Parliament
(C) Transfer of savings from one unit of appropriation to another unit of appropriation within the same grant or appropriation
(D) Diverting sanctioned budget funds allocated for capital expenditure to meet routine revenue expenditure without formal administrative sanction

10. Rule 144 of GFR 2017 defines the fundamental principles of public buying. Which of the following is NOT a mandatory requirement under this rule?
(A) Specifications of the required goods must be tailored to suit a specific single brand or manufacturer to ensure standard quality.
(B) Procurement process should be conducted in a thoroughly transparent, fair, objective, and equitable manner for all bidders.
(C) Description of required goods should be clear, competitive, non-restrictive, and objective without creating unwarranted barriers to entry.
(D) The procurement process must bring efficiency, economy, and speed in execution.

11. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Public procurement rules strictly prohibit dividing a procurement requirement into smaller quantities to avoid obtaining the sanction of a higher authority.
Reason (R): Splitting of demands violates transparency and prevents the government from obtaining benefits of bulk purchasing and competitive pricing.
(A) Both A and R are true and R is the correct

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CHAPTER 16

General Financial Rules (GFR), 2017

1. Under General Financial Rules (GFR) 2017, which of the following best describes the overall scope and applicability of these rules?
(A) They apply exclusively to autonomous statutory bodies, public sector undertakings, and state government undertakings.
(B) They apply only to state government departments receiving central grant-in-aid assistance or central developmental funding.
(C) They are applicable solely to non-governmental organizations and private voluntary agencies funded by international donors.
(D) They apply to all Ministries, Departments, attached/subordinate offices, and autonomous bodies of the Central Government.

2. According to GFR 2017, the term "Public Money" includes which of the following financial resources?
(A) Personal savings and private provident fund deposits of public servants maintained in official bank accounts
(B) Private donations and voluntary contributions received directly by school teachers for classroom activities
(C) All revenues, loans raised, and moneys received by or on behalf of the Government of India
(D) Funds raised by Parent-Teacher Associations and local community committees without government approval

3. Rule 21 of GFR 2017 outlines the general principles of financial propriety. Which of the following is a primary canon laid down under this rule?
(A) Every officer is expected to exercise a significantly higher level of financial vigilance in respect of expenditure incurred from public money than in respect of expenditure of his own money.
(B) Every officer should exercise the same vigilance in respect of expenditure incurred from public money as a person of ordinary prudence would exercise in respect of expenditure of his own money.
(C) Expenditure from public funds should be incurred primarily for the direct or indirect benefit of a particular person, group, or favored section of the local community.
(D) The competent administrative authority may relax financial rules at discretion to grant special allowances as a secondary source of regular income for employees.

4. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): A Drawing and Disbursing Officer (DDO) should not pass a bill for payment unless the expenditure has been sanctioned by a competent authority and funds are available.
Reason (R): Under GFR 2017, no expenditure or liability can be incurred until funds have been provided by a general or special order of the competent authority.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

5. In government accounting terminology defined under GFR and Central Budget rules, what does the term "Primary Unit of Appropriation" signify?
(A) The smallest unit of classification under a major head, minor head, and sub-head representing specific items of expenditure
(B) The overall annual budget allocation granted directly to an administrative Ministry by the Parliament under a Demand for Grant
(C) The discretionary contingency fund placed at the absolute disposal of the Head of Institution for emergency expenditure
(D) The total capital grant released to an autonomous body for infrastructure development during a given financial year

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107. (D) No, direct recruitment posts cannot be de-reserved and must be carried forward
Under current Central Government instructions and administrative rules, de-reservation of reserved vacancies in direct recruitment civil posts is completely prohibited. If qualified candidates from reserved categories are unavailable, the posts cannot be filled by general candidates and must be carried forward as backlog vacancies for subsequent recruitment drives.

108. (B) Carried forward as backlog vacancy with a special recruitment drive
When a direct recruitment vacancy reserved for Scheduled Tribes remains unfilled due to non-availability of qualified candidates, administrative rules prohibit de-reservation. The unfilled post must be carried forward as a backlog reserved vacancy, and the department must organize special recruitment drives to select eligible candidates from that category.

109. (B) 15 percent
Under Central Government rules governing direct recruitment on an all-India basis by open competition, fifteen percent of total vacancies are reserved for candidates belonging to Scheduled Castes. This statutory reservation ensures proportional representation in public employment positions across central ministries, departments, and government institutions nationwide.

110. (B) 7.5 percent
In direct recruitment to civil posts under the Central Government conducted on an all-India basis by open competition, seven and a half percent of vacancies are reserved for Scheduled Tribes. This fixed percentage quota ensures equitable representation of tribal communities across public administrative services and central government establishments.

111. (C) 27 percent
The reservation percentage allocated to Other Backward Classes in direct recruitment to civil posts and public services under the Central Government is fixed at twenty-seven percent. This quota applies to non-creamy layer OBC candidates across all central establishments and recruitment cadres evaluated through open competitive processes.

112. (B) SC and ST only
Under current Central Government reservation orders, reservation in promotion within government services is applicable exclusively to Scheduled Castes and Scheduled Tribes. Promotional reservations do not extend to Other Backward Classes or Economically Weaker Sections, adhering to constitutional mandates and administrative orders governing career progression in public employment.

113. (A) Section 16
Section 16 of the Rights of Persons with Disabilities Act, 2016 explicitly lays down the specific duties of educational institutions to promote inclusive education. It obligates recognized institutions to provide accessible environments, admit students without discrimination, deliver suitable learning support, and ensure individual reasonable accommodations for disabled learners.

114. (D) I, II, III, and IV
Section 16 of the Rights of Persons with Disabilities Act, 2016 outlines mandatory institutional measures for inclusive education. Schools must admit disabled children without discrimination, build accessible campus infrastructure, provide reasonable accommodations tailored to individual student needs, and create supportive learning environments that foster full academic and social development.

115. (C) Adult education and lifelong learning
Section 18 of the Rights of Persons with Disabilities Act, 2016 mandates that appropriate governments and local authorities promote, protect, and ensure participation of disabled persons in adult education and lifelong learning programs. This statutory directive ensures equitable access to continuing skill development and literacy beyond formal schooling.

116. (D) Child belonging to SC, ST, SEBC, orphan, or CWSN
Section 2(d) of the Right to Education Act, 2009 defines a child belonging to a disadvantaged group. The definition explicitly includes children belonging to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, orphans, transgender children, and children with special needs facing social, cultural, or physical barriers.

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explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

12. Under government procurement policy provisions aligned with GFR 2017, what policy privilege is accorded to Micro and Small Enterprises (MSEs) registered with designated bodies?
(A) Total exemption from fulfilling minimum technical qualifications and experience criteria for high-tech works contracts
(B) Mandatory 50% interest-free advance payment prior to the actual delivery of manufactured items
(C) Complete exemption from providing Performance Security upon award of public procurement contracts
(D) Reservation of certain items exclusively for procurement from MSEs and exemption from payment of Bid Security (EMD)

13. Which of the following statements is INCORRECT regarding the fundamental principles of public buying under GFR 2017?
(A) Potential bidders should be given reasonable and equal opportunity to respond to the requirement.
(B) Procurement terms must ensure fair and equitable treatment of all suppliers.
(C) The buyer authority can modify technical specifications post bid-opening to accommodate a local preferred supplier.
(D) The evaluation of bids must be based strictly on the criteria, terms, and conditions specified in the bidding documents without deviation.

14. Consider the following statements regarding procurement of goods under GFR 2017:
I. Direct purchase of goods up to ₹25,000 can be done without inviting quotations or bids on each occasion.
II. Purchase of goods costing above ₹25,000 and up to ₹2,500,000 can be made on the recommendations of a duly constituted Local Purchase Committee.
III. Limited Tender Enquiry is adopted when the estimated value of goods to be procured is up to ₹25,000,000 (Rupees Twenty-Five Lakhs).
IV. Advertised Tender Enquiry must be issued for all procurements where the estimated value of goods is ₹2,500,000 and above.
Which of the statements given above are correct?
(A) I, II and III only
(B) I, II and IV only
(C) II, III and IV only
(D) I, II, III and IV

15. Due to a sudden water pipe leakage in a school science laboratory, emergency repairs and minor hardware replacements costing ₹18,000 were required immediately to prevent structural damage. The Principal purchased the required fittings directly from a local hardware shop without forming a purchase committee or inviting tenders. Is the Principal's action compliant with GFR 2017?
(A) Yes, because under Rule 154 of GFR 2017, goods up to ₹25,000 may be purchased directly without quotations, subject to recording the prescribed certificate.
(B) No, because all emergency and routine purchases above ₹10,000 must strictly be routed through an Advertised Tender Enquiry on the portal.
(C) No, because emergency contingent purchases of any monetary value can only be formally authorized and sanctioned in advance by the Pay and Accounts Office.
(D) Yes, provided the entire amount is subsequently reimbursed personally by the Head of School or recovered from personal contingent funds.

16. What is the monetary threshold limit up to which goods may be purchased directly without inviting quotations or bids under Rule 154 of GFR 2017?
(A) ₹10,000
(B) ₹25,000
(C) ₹50,000
(D) ₹1,000,000

17. Under Rule 155 of GFR 2017, a Local Purchase Committee consisting of three members must certify which of the following details before making a purchase?
(A) That the vendor is verified as the sole authorized distributor and original equipment manufacturer in India for the given item
(B) That the goods are of requisite quality and specification, and the recommended price is reasonable according to market rates
(C) That the items and purchase proposal have

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148. (D) SC/ST Cell and Liaison Officer
Department of Personnel and Training guidelines require all government departments and institutions to establish a dedicated SC/ST Cell managed by a designated Liaison Officer. This administrative setup ensures proper implementation of reservation policies, monitors post-based roster maintenance, and addresses service grievances of Scheduled Caste and Scheduled Tribe employees.

149. (C) Section 84
Section 84 of the Rights of Persons with Disabilities Act, 2016 empowers State Governments to specify or establish Special Courts in each district for providing speedy trials of offences committed under the Act. These designated courts handle criminal trials concerning atrocities, rights violations, and discrimination against disabled individuals.

150. (C) 7 years
Under Section 85 of the Rights of Persons with Disabilities Act, 2016, for every Special Court established under the Act, the State Government appoints a Special Public Prosecutor. The advocate appointed to this position must have been in active legal practice for not less than seven years to handle cases effectively.

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(B) The total estimated value of goods exceeds ₹10,000,000 and requires urgent operational execution within 24 hours.
(C) Bids are invited exclusively from foreign suppliers and international firms through Indian diplomatic embassies abroad.
(D) The estimated value of goods is up to ₹2,500,000 and copies of bidding documents are sent directly to more than three registered suppliers.

25. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Single Tender Enquiry (procurement from a single source) may be adopted without inviting competitive bids under specific conditions.
Reason (R): It is permissible when the required item is manufactured solely by a proprietary firm or in cases of extreme emergency where competitive bidding would cause disastrous delay.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. When procuring goods under Single Tender Enquiry on grounds of proprietary nature (Rule 166), what document must be placed on record by the procuring authority?
(A) A formal technical certificate from the Comptroller and Auditor General approving the financial standing of the manufacturer
(B) An indemnity bond issued by the Reserve Bank of India guaranteeing performance of the supplier
(C) A Proprietary Article Certificate (PAC) signed by the competent administrative authority in the prescribed format
(D) A resolution passed by the Parent-Teacher Association and approved by the local municipal school inspector

27. Under Rule 163 of GFR 2017, what is the primary purpose of adopting the "Two-Bid System" (simultaneous receipt of Technical Bid and Financial Bid) for high-value or complex procurements?
(A) To allow competing commercial vendors to quote two different financial price structures for the same product depending on delivery timelines
(B) To evaluate technical competence and specifications independent of financial quotes before opening financial bids of qualified vendors.
(C) To enable the purchasing authority to negotiate prices directly prior to opening and evaluating technical specifications.
(D) To shorten the standard public procurement cycle to less than 24 hours without requiring elaborate evaluation.

28. What is the correct sequence of steps in evaluating a tender under the Two-Bid System?
I. Opening of Financial Bids of technically qualified bidders
II. Receipt of sealed Technical and Financial Bids
III. Evaluation of Technical Bids against pre-determined criteria
IV. Final award of contract to the lowest evaluated responsive bidder (L1)
Choose the correct sequence from the options below:
(A) II → III → I → IV
(B) I → II → III → IV
(C) II → I → III → IV
(D) III → II → IV → I

29. What is the standard range of Earnest Money Deposit / Bid Security required from bidders during advertised competitive bidding under Rule 170 of GFR 2017?
(A) 0.5% to 1% of the estimated value of the goods
(B) 2% to 5% of the estimated value of the goods
(C) 10% to 15% of the estimated value of the goods
(D) Fixed amount of ₹10,000 for all tenders

30. Consider the following statements regarding Bid Security (Earnest Money Deposit) under GFR 2017:
I. Micro and Small Enterprises (MSEs) registered with designated bodies are exempt from submitting Bid Security.
II. Bid Security should remain valid for a period of 45 days beyond the final bid validity period.
III. Bid Security must always be taken in cash and deposited directly into the personal account of the Drawing and Disbursing Officer.

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IV. Bid Security is forfeited if the bidder withdraws or modifies its bid during the period of bid validity.

Which of the statements given above are correct?

(A) I, II and IV only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II and III only

31. Under Rule 171 of GFR 2017, Performance Security is collected from the successful bidder upon award of contract. What is the standard prescribed percentage range and validity period of Performance Security?

(A) 1% to 2% of total contract value; valid for a mandatory period of 30 days post contract award
(B) 5% to 10% of contract value; valid for 60 days beyond the completion of all contractual obligations
(C) 20% to 25% of total contract value; valid for the lifetime of the equipment installed
(D) Fixed flat fee of ₹50,000 regardless of overall contract size and scope; valid for a standard period of 6 months

32. In a tender for setting up a modern computer laboratory in a school, a bidder submitted a fake bank guarantee towards Bid Security and subsequently withdrew the bid after being declared the lowest evaluated bidder (L1). What immediate action should the procuring authority take under GFR rules?

(A) Offer the defaulting bidder a second opportunity to submit genuine bank guarantees with substantially reduced tender qualification conditions.
(B) Forfeit the Bid Security, reject the bid, and initiate process for debarment/blacklisting of the bidder in accordance with GFR provisions.
(C) Refund the full Bid Security amount along with accrued commercial interest immediately to avoid any potential legal litigation in court.
(D) Deduct the entire lost amount directly from the monthly salary of the school's computer teacher responsible for lab setup.

33. Which of the following pairs regarding Procurement Methods and their standard usage under GFR 2017 is INCORRECTLY matched?

(A) Direct Purchase Without Quotation — Goods value up to ₹25,000
(B) Advertised Tender Enquiry — Goods value below ₹100,000
(C) Purchase by Local Purchase Committee — Goods value above ₹25,000 and up to ₹2,500,000
(D) Single Tender Enquiry — Proprietary items or emergency procurement

34. Under GFR 2017, how are "Consulting Services" distinguished from "Non-Consulting Services"?

(A) Consulting services involve purely routine manual labor and physical tasks, while non-consulting services strictly require software procurement and digital IT infrastructure.
(B) Consulting services apply exclusively to building construction, while non-consulting services apply to classroom teaching and academic support.
(C) Consulting services are intellectual/advisory requiring specialized expertise, whereas non-consulting services involve measurable physical deliverables.
(D) There is no functional distinction between the two; both are governed by identical physical verification and store accounting procedures.

35. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).

Assertion (A): Quality and Cost Based Selection (QCBS) is commonly recommended for procurement of high-value consulting services.

Reason (R): Under QCBS, evaluation is based on a combined scoring system where weightage is given to both technical quality and financial cost of the proposal.

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

36. Under GFR rules for procurement of consulting services, when is the "Least Cost System" (LCS) method appropriate for selection?

(A) When the consultancy assignment is highly complex, multi-disciplinary, and requires specialized innovative research methodologies.
(B) When only a single international firm or sole proprietary agency is available in the global market to undertake the work.

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(C) When the assignment is routine with established practices, making cost the main factor among qualified bidders.
(D) When technical evaluation is completely dispensed with and financial bids are opened directly upon receipt of tenders.

37. Which of the following conditions justifies "Single Source Selection" for consulting services under Rule 194 of GFR 2017?
(A) When the task is a small assignment where competitive process is deemed unnecessary by the Head of Department
(B) When the assignment is a natural continuation of previous work carried out by the consultant with proven high performance
(C) When emergency situation demanding immediate execution exists where delay would be catastrophic
(D) All of the above

38. Consider the following statements regarding Procurement of Non-Consulting Services under GFR 2017:
I. The procuring authority must prepare a clear Statement of Work (SOW) specifying duties, timelines, and deliverables.
II. Bidding documents should contain precise criteria for evaluation of bids.
III. Non-consulting services can be hired without any contract agreement merely on verbal instructions.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

39. A Principal needs to outsource security services and sanitation services for the school campus for a period of two years at an estimated cost of ₹1,800,000 per annum. What is the correct procedure under GFR 2017 for procuring these non-consulting services?
(A) Nominate a local security vendor through direct verbal arrangement and informal negotiation without issuing official tender documents.
(B) Issue tender enquiry, define terms of reference, invite competitive bids, demand performance security, and sign formal contract.
(C) Direct the school teachers to pool money and pay for security guards out of their personal monthly salaries as a voluntary welfare measure.
(D) Utilize the official Imprest Cash advance to make daily wage cash payments directly to security personnel without maintaining service records.

40. Under Rule 322 of GFR 2017 and central government accounting rules, what is the fundamental purpose of maintaining an "Imprest" (Permanent Advance)?
(A) To provide interest-free personal loans and emergency financial assistance to staff members during unforeseen family medical emergencies.
(B) To fund long-term capital expenditure and infrastructure development for construction of new school buildings and playgrounds.
(C) To enable a Head of Office to meet petty day-to-day contingent expenditure without waiting to draw regular treasury bills.
(D) To store unspent government grant money indefinitely in private commercial bank accounts without returning it to the government treasury.

41. How is the Imprest Account maintained and recouped in an administrative office or school?
(A) The holder spends cash, retains vouchers, and submits recoupment bills to restore balance to the sanctioned limit.
(B) The balance is doubled every month automatically by the Pay and Accounts Office bank without requiring submission of supporting vouchers.
(C) Supporting vouchers are discarded immediately upon spending cash from imprest in order to maintain administrative confidentiality of office records.
(D) The imprest money is deposited directly into a high-yield private mutual fund or fixed deposit to earn interest for the school office fund.

42. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): At the end of the financial year, or when a Head of Office transfers charge, the Permanent Advance (Imprest) must be fully accounted for and recouped or refunded.
Reason (R): Permanent Advance is government cash held in trust and cannot be reflected as unvouched expenditure in financial statements.

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proceedings against management.
(C) Increase the next grant instalment allocation by 50% to help the school management cover their outstanding personal bank loans.
(D) Convert the entire capital grant into a non-refundable discretionary gift to regularize the financial discrepancy permanently.

70. Under the Delegation of Financial Powers Rules (DFPR) read with GFR 2017, how are powers categorized between a Head of Department (HoD) and a Head of Office (HoO)?
(A) HoD exercises higher financial powers, while HoO exercises delegated powers for routine day-to-day office administration.
(B) HoO possesses unlimited financial sanctioning powers while HoD has no statutory financial authority under DFPR provisions.
(C) Neither HoD nor HoO can sanction any contingent expenditure without seeking direct prior approval from Parliament.
(D) HoO can create new permanent government posts and alter pay scales independently without consulting the Finance Department.

71. In financial administration, what condition must be satisfied before a Head of Office incurs expenditure against a budget sanction?
(A) Obtaining prior verbal permission and informal clearance from the local municipal counselor or elected representative.
(B) Submission of a notarized affidavit on non-judicial stamp paper by the vendor declaring financial solvency and credibility.
(C) Availability of budget allotment under relevant primary unit and formal sanction from competent authority.
(D) Approval from the Comptroller and Auditor General of India in every individual routine file prior to bill submission.

72. Which of the following re-appropriations of budget funds is strictly PROHIBITED under Delegation of Financial Powers Rules?
(A) Transferring sanctioned funds between different sub-heads within the same primary unit of appropriation under HoD powers.
(B) Re-appropriation from Capital to Revenue head or to meet expenditure not sanctioned by Parliament.
(C) Formal re-appropriation within the revenue head between two minor items of expenditure with prior HoD sanction.
(D) Utilizing identified savings under office expenses to cover shortfall in electricity charges within the same head.

73. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Incurring expenditure in excess of the voted grant or appropriation allocated by Parliament/Legislature constitutes a serious financial irregularity.
Reason (R): Under Article 114/204 of the Constitution and financial rules, no money can be withdrawn from the Consolidated Fund except under appropriation made by law.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

74. What is the standard period of validity of a financial sanction issued by a competent authority under GFR 2017, unless a specific period is stated in the sanction order?
(A) Exactly 1 month from the date of issue of sanction
(B) 12 months from the date of issue (or until the end of the financial year, subject to budget rules)
(C) Exactly 5 years from the date of formal issue of sanction by the competent administrative authority
(D) Indefinite validity remaining active until specifically cancelled by issuing officer

75. What is the primary objective of "Internal Audit" in government departments and schools as outlined in GFR 2017?
(A) To permanently replace the statutory external audit conducted by the Comptroller and Auditor General of India.
(B) To evaluate internal controls, verify accounts, ensure rule compliance, and prevent errors/ frauds.
(C) To prepare official political speeches and parliamentary debate responses for Ministers of the Department.
(D) To evaluate classroom pedagogical performance and teaching effectiveness of school academic faculty members.

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(A) Consumable Stores Register — Form GFR 12-A
(B) Fixed Assets Register — Form GFR 22
(C) Assets of Historical Value Register — Form GFR 1
(D) Library Books Register — Form GFR 5

50. What is the form number prescribed under GFR 2017 for maintaining the Stock Register for Consumable Stores?
(A) Form GFR 21
(B) Form GFR 22
(C) Form GFR 23
(D) Form GFR 24

51. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Physical verification of all fixed assets should be undertaken at least once every year.
Reason (R): Annual verification ensures that stock records match physical availability, prevents pilferage, and identifies items needing repair or condemnation.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

52. According to Rule 213 of GFR 2017, physical verification of fixed assets must be conducted by whom?
(A) The custodian of the store items or the designated official storekeeper himself
(B) An officer who is not the custodian or storekeeper of the stores concerned
(C) A private chartered accountant or external auditor appointed directly by the supplier firm
(D) The local police authorities or municipal station house officer

53. Under Rule 215 of GFR 2017, what is the prescribed frequency for physical verification of library books in a school library having a collection of up to 20,000 volumes?
(A) Verification must be done once every month.
(B) Verification is required only once in ten years.
(C) Verification is completely optional and discretionary.
(D) Verification must be done at least once a year.

54. Consider the following statements regarding physical verification of library books under Rule 215 of GFR 2017:
I. For libraries having 20,000 to 50,000 volumes, physical verification should be done at least once in three years.
II. Loss of 5 volumes per 1,000 volumes issued or consulted in a year may be taken as reasonable loss provided there is no dishonesty or negligence.
III. Any loss of library books exceeding the prescribed limit must be investigated and reported to the competent authority for write-off or recovery.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

55. During annual physical verification of a school library containing 10,000 books, 35 books were found missing after accounting for total annual issues and consultations (which was 5,000 issues). The librarian reported that the missing books were lost over normal consultation and open shelf access. What action should the Head of School take under GFR Rule 215?
(A) Write off permissible loss (up to 25 books for 5,000 issues) if no negligence exists, and investigate the remaining 10 missing books.
(B) Initiate immediate formal disciplinary proceedings against the librarian to recover the full cost of all 35 missing books from salary.
(C) File a criminal burglary case with the local police station against all school students who accessed the library during the academic year.
(D) Close the school library permanently and suspend all accession of new books to prevent further physical losses of library property.

56. When discrepancies (surpluses or shortages) are discovered during physical verification of stores, what is the immediate record-keeping obligation of the verifying authority?
(A) Discard all existing stock registers and open fresh new registers without reflecting past missing or surplus opening balances.
(B) Record shortages and surpluses immediately

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in the stock register, investigate reasons, and report to competent authority.
(C) Cover up physical shortages by purchasing duplicate items from personal funds prior to submission of physical verification report.
(D) Ignore physical surpluses completely and alter the verified inventory figures manually using correcting fluid in the stock register.

57. What is the role of a "Survey Committee" constituted under Rule 217-219 of GFR 2017 in asset management?
(A) To inspect unserviceable stores, evaluate obsolete status, and recommend condemnation and mode of disposal.
(B) To conduct boundary land surveys, mapping, and structural assessment for the local municipality urban planning authority.
(C) To recruit permanent administrative and support staff for the school through direct open competitive examination.
(D) To audit individual income tax returns and statutory savings documents submitted annually by school teaching staff.

58. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Items declared surplus, obsolete, or unserviceable through proper condemnation proceedings should be disposed of promptly.
Reason (R): Holding condemned items indefinitely occupies valuable space, leads to further deterioration in realization value, and increases administrative holding costs.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

59. Which of the following is the preferred mode for disposal of surplus, condemned, or unserviceable goods under Rule 218/220 of GFR 2017?
(A) Burning items publicly in the school ground
(B) Through e-auction or advertised tender enquiry
(C) Dumping in public river bodies
(D) Gifting to school staff members free of charge without evaluation

60. Before disposing of condemned assets through auction or tender, what mandatory exercise must be performed by the competent authority under GFR 2017?
(A) Paint all condemned store items with red color for easy identification
(B) Obtain formal clearance and written permission from the Ministry of External Affairs
(C) Fix a Reserve Price below which the items should not ordinarily be sold
(D) Re-enter the condemned items as fresh new purchases in the active consumable stock register

61. Consider the following statements regarding condemnation and disposal of unserviceable assets:
I. An item can be declared unserviceable if it has completed its prescribed life span and is beyond economical repair.
II. Condemnation must be formally recommended by a duly constituted Survey Committee.
III. Sale proceeds from disposal of condemned government property must be deposited into the Consolidated Fund of India / Government Account.
IV. Unserviceable hazardous e-waste can be dumped directly into regular municipal trash bins without using registered recyclers.
Which of the statements given above are correct?
(A) I, II and III only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II and IV only

62. A school has accumulated 100 broken dual desks and 15 obsolete non-functional computer CPUs stored in a classroom for 5 years. The Principal wants to clear the space legally. What is the correct sequence of action under GFR 2017?
(A) Sell items directly to a local scrap dealer in cash without forming a committee or recording auction proceedings.
(B) Survey Committee inspection → sanction → fix reserve price → dispose via e-auction/ recycler → credit revenue.
(C) Write off all store items from stock registers and dump them outside the school main gate as municipal garbage.
(D) Distribute the obsolete non-functional computer CPUs directly to school students as academic encouragement prizes.

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63. Under GFR 2017 (Rules 228-230), what is the basic condition governing the release of Grants-in-Aid to non-government or voluntary organizations/aided institutions?
(A) Grants are released as unconditional financial cash gifts to grantee bodies without requiring formal maintaining or auditing of accounts.
(B) Sanction order must clearly specify the purpose, target output, terms and conditions, and requirement of Utilization Certificates.
(C) Grants can be used freely by grantee management for commercial stock trading or private investments in stock markets.
(D) Submission of Utilization Certificate is entirely optional and left to the administrative discretion of the grantee body.

64. What is the standard prescribed Form under GFR 2017 for submitting a Utilization Certificate (UC) for Grants-in-Aid released for non-recurring or specific purposes?
(A) Form GFR 16
(B) Form GFR 7
(C) Form GFR 12-A
(D) Form GFR 20

65. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R).
Assertion (A): Subsequent instalments of a Grant-in-Aid should not be released to a grantee institution until the Utilization Certificate for the previous grant has been submitted and accepted.
Reason (R): This ensures that public funds released previously have been actually spent for the designated purpose for which they were sanctioned.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. Under Rule 236 of GFR 2017, the accounts of grantee institutions receiving Grants-in-Aid from the Central/GNCTD government shall be open to inspection/audit by which authority?
(A) Local police precinct officer or municipal station commissioner
(B) Sanctioning authority and the Comptroller and Auditor General of India (CAG)
(C) Any private chartered accountant or tax practitioner chosen independently by the grantee management
(D) Trade Union representatives and local staff association office bearers

67. What is the requirement under GFR 2017 regarding "Peer Review" or performance evaluation of autonomous bodies receiving recurring Grants-in-Aid exceeding prescribed thresholds?
(A) Autonomous bodies must undergo performance evaluation by an independent committee once every 3 to 5 years.
(B) Autonomous bodies receiving grants are permanently exempt from all academic and financial performance reviews.
(C) Peer review is conducted on a weekly basis by student committees appointed by the school management.
(D) Statutory review is required only when total sanctioned grant value is less than ₹1,000 per financial year.

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68. Consider the following statements regarding Grants-in-Aid under GFR 2017:
I. Grantees must maintain a register of permanent assets created out of government grants in Form GFR 24.
II. Assets created out of grants cannot be encumbered or disposed of without prior sanction of the granting authority.
III. Any unspent balance of grant at the close of the financial year must be surrendered or adjusted against future grants.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

69. A government-aided private school received a capital grant-in-aid of ₹1,500,000 for constructing additional classrooms. After two years, the management failed to submit Form GFR 12-A (Utilization Certificate) and used ₹500,000 of the grant money to pay off bank interest on personal loans of the school trust. What action can the Directorate of Education take under GFR rules?
(A) Request the trust management to submit an informal handwritten note explaining the delay without levying penal interest.
(B) Stop further grants, demand full grant refund with penal interest, and initiate legal

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

43. Under rules governing advances to government employees (as referenced in GFR and financial codes), which of the following is classified as an interest-bearing advance?
(A) Advance of Travelling Allowance (TA) granted for official tour
(B) Personal Computer Advance / Building Advance
(C) Advance of Leave Travel Concession (LTC)
(D) Advance for medical treatment

44. What is the time limit for a government servant to submit the final adjustment bill for a Travelling Allowance (TA) advance drawn for a tour, failing which interest is charged or recovery is initiated?
(A) Within 15 days of completion of the tour
(B) Within 60 days of completion of the tour
(C) Within 1 year of completion of the tour
(D) At the time of retirement from government service

45. A school teacher drew an LTC advance for family travel. What is the rule regarding submission of final adjustment claims and refund of unutilized advance under Central Government rules?
(A) Final claim can be submitted anytime within 3 years of travel without mandatory submission of passenger travel tickets or boarding passes.
(B) No financial adjustment or bill submission is required if the total LTC advance drawn by the employee was less than ₹50,000.
(C) Final claim must be submitted within 1 month of return journey if advance was drawn, with immediate refund of unspent cash.
(D) The employee can retain the unutilized advance balance for adjusting against future private trips or subsequent official travel.

46. Consider the following statements regarding advances to government employees:
I. Advance for medical treatment can be sanctioned directly to the hospital or employee based on estimates from an authorized medical attendant.
II. LTC advance can be granted up to 90% of the estimated train/air fare.
III. TA advance drawn for a tour does not require any adjustment bill if the tour was completed successfully.
IV. Failure to submit adjustment bills for advances within prescribed timelines attracts interest penalty on the total advance.
Which of the statements given above are correct?
(A) I, II and IV only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II and III only

47. A teacher drew an LTC advance of ₹60,000 in January. The journey was completed on 15th February. The teacher failed to submit the adjustment bill or refund the unutilized advance until August despite repeated notices. What administrative financial action should be taken under rules?
(A) Recover the entire advance in one lump sum from salary along with penal interest, and disallow the LTC claim.
(B) Waive the entire advance amount as a goodwill gesture considering the employee's long unblemished service record.
(C) Convert the LTC advance into a permanent monthly allowance payable throughout the remaining service period.
(D) Grant an additional advance of equal amount to cover procedural delay and allow further extension of time.

48. Under Asset Management rules in GFR 2017 (Rule 207-213), how are assets broadly categorized for stock registration purposes?
(A) Perishable goods requiring daily consumption verification records and Non-perishable durable assets retained for long-term institutional usage
(B) Fixed Assets (plant, machinery, furniture, equipment) and Consumable Stores (chemicals, stationery, sports goods of short life)
(C) Valueless low-cost petty contingent store items and Costly high-value scientific hardware equipment
(D) Foreign imported goods purchased through international tenders and Indigenous goods produced by domestic manufacturers

49. Which of the following pairs of Asset Type and Form of Stock Register prescribed under GFR 2017 is CORRECTLY matched?

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76. How does Internal Audit differ from External/ Statutory Audit conducted by the Comptroller and Auditor General (CAG)?
(A) Internal audit is conducted by foreign governments, while CAG audit is conducted by local police stations.
(B) Internal audit is an executive control tool, whereas CAG is an independent constitutional authority auditing for Legislature.
(C) Internal audit decisions are legally binding on civil courts, while CAG audit reports represent informal non-binding advice.
(D) There is no functional or legal difference between internal executive audit and constitutional CAG statutory audit.

77. Consider the following statements regarding handling of Internal Audit Objections and Inspection Reports:
I. Head of Office (HoO) must review inspection reports and furnish prompt replies/ settlement Paras within prescribed timelines.
II. An Audit Objection Broadsheet should be maintained to monitor pending audit paras.
III. Outstanding serious audit paras should be reviewed periodically in Departmental Audit Committee meetings.
IV. Audit objections can be ignored permanently without impacting financial governance.
Which of the statements given above are correct?
(A) I, II and III only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II and IV only

78. During internal audit of a school, an objection was raised that the Principal spent ₹300,000 on purchasing laboratory equipment without obtaining administrative approval of the Head of Department (HoD) as required under Delegation of Financial Powers Rules (the Principal's delegated limit being ₹100,000). What is the appropriate financial procedure to regularize this audit objection?
(A) Destroy the audit inspection report and remove the purchased lab equipment from active stock registers permanently.
(B) Submit case file to competent authority (HoD) with justification for Ex-post Facto Approval and Sanction.
(C) Deduct the entire excess expenditure amount equally from the monthly salaries of all school laboratory assistants.
(D) Close the financial account and re-label the equipment purchase as routine petty contingent office expenditure.

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79. Under Rule 33 and 34 of GFR 2017, what is the mandatory requirement when any loss of public money, departmental revenue, stores, or property due to fraud, embezzlement, or negligence is discovered?
(A) Keep the matter strictly secret within the school office to preserve departmental reputation and staff morale.
(B) Deduct the unrecovered loss immediately from current student fee collections or student welfare funds.
(C) Report loss immediately to higher authority and Principal Accountant General (Audit) per monetary limits.
(D) File a commercial insurance claim directly with private insurers without informing higher departmental officers.

80. Under GFR 2017, what is the monetary threshold limit above which any loss of public money or property due to fraud, theft, or negligence MUST be reported to the Principal Accountant General (Audit) and Head of Department?
(A) Loss exceeding ₹10,000
(B) Loss exceeding ₹50,000
(C) Loss exceeding ₹500,000
(D) Loss exceeding ₹1,000,000

81. What is the mandatory step required under Rule 34 of GFR 2017 when a loss of public money or stores involves suspected criminal offense such as burglary or theft?
(A) Formal report must be lodged immediately with the Police (FIR) for investigation.
(B) The Head of Office must pay for the stolen property out of personal savings within 24 hours.
(C) The loss should be written off immediately without inquiry.
(D) All office staff should be suspended automatically.

82. What is the correct sequence of stages in processing the write-off of a financial loss under GFR 2017?
I. Submission of detailed inquiry report establishing responsibility and system defects
II. Discovery of loss and immediate preliminary reporting to higher authorities

III. Detailed administrative inquiry and police investigation (if criminal action involved)
IV. Formal sanction for write-off by the competent authority within delegated powers

Choose the correct sequence from the options below:
(A) II → III → I → IV
(B) I → II → III → IV
(C) II → I → IV → III
(D) III → II → I → IV

83. Before a competent authority sanctions the "Write-off" of an irrecoverable loss of public money or store items under GFR rules, which condition must be satisfied?
(A) The loss must be due to accident or wear and tear, or recovery efforts failed and responsibility was fixed.
(B) The employee responsible for the financial loss must be promoted to a higher administrative post immediately.
(C) The financial loss must be hidden permanently from statutory CAG audit inspection reports during routine audits.
(D) The proposal for writing off must be formally approved by the local Resident Welfare Association executive committee.

84. Which of the following is a fundamental principle of "Contract Management" laid down in Rule 225 of GFR 2017?
(A) Standard contract forms should be modified verbally after signing.
(B) Price variation clauses should be included in short-term contracts of less than 3 months.
(C) Government officers should sign contracts in their personal capacity rather than on behalf of the President/Governor.
(D) Terms of a contract must be precise, definite, and without ambiguity.

85. Under GFR 2017, why is the inclusion of a standard "Dispute Resolution / Arbitration" clause mandatory in government supply and work contracts?
(A) To allow contractors to claim unlimited monetary damages without undergoing standard legal trial procedures
(B) To provide a structured, legally binding mechanism for settling contractual disputes out of court efficiently
(C) To prevent administrative government officers from terminating non-performing contracts under any circumstances
(D) To bypass Indian national law and invoke international arbitration courts for routine domestic supply contracts

86. Under Rule 225 of GFR 2017, when is a "Price Variation Clause" (Escalation Clause) permissible in a contract?
(A) Permissible in simple short-term supply contracts lasting less than 6 months where prices remain fixed in local markets.
(B) Permissible in long-term contracts (e.g., >18 months) where raw material price fluctuations occur, linked to price indices.
(C) Permissible in all petty contingent purchases and direct procurement items costing above ₹1,000 without prior approval.
(D) Strictly illegal and banned under all operational circumstances across all government supply and works contracts.

87. What does the term "Liquidated Damages" (LD) signify in government contract management?
(A) Financial compensation paid by government to a contractor for early delivery of goods prior to contractual schedule.
(B) A pre-agreed sum recovered from contractor as penalty for delay in supply or project execution.
(C) Interest-free liquid cash given to contractors as an advance payment prior to signing the formal contract agreement.
(D) Total write-off and refund of contract performance security deposit upon completion of initial supply phase.

88. A contractor awarded a contract to deliver school science kits failed to deliver even after three extensions beyond the stipulated delivery date without valid reasons. What administrative action is appropriate under standard GFR contract principles?
(A) Double the contract price and offer bonus payments to motivate the contractor to resume equipment delivery.
(B) Terminate contract at contractor's risk/ cost, forfeit security, and impose liquidated damages per contract terms.
(C) Grant an indefinite time extension with zero financial penalty to accommodate the supplier's operational problems.
(D) Transfer the kit delivery obligation directly to school science teachers to purchase items from open retail market.

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89. Which of the following pairs of Contract Management Terms and their Meaning under GFR is INCORRECTLY matched?
(A) Earnest Money Deposit — Guarantee to ensure bidder does not withdraw bid during validity
(B) Performance Security — Security to ensure due performance of contract obligations after contract award
(C) Liquidated Damages — Pre-determined penalty for delay in contract performance
(D) Risk Purchase Clause — Provision allowing contractor to increase prices unilaterally after bid opening

90. What is the main objective of integrating the Public Financial Management System (PFMS) with government e-payment guidelines under GFR 2017?
(A) To abolish all electronic money transfers and mandate a complete return to manual paper cash transactions in offices.
(B) To track fund flows in real-time, enable DBT, credit vendor accounts directly, and minimize administrative leakage.
(C) To restrict detailed budget and expenditure information from statutory legislative oversight and public scrutiny.
(D) To eliminate the administrative role and statutory responsibilities of Drawing and Disbursing Officers completely.

91. Under e-Governance and financial management rules in GNCTD schools, how are monetary benefits under schemes like uniform subsidy, scholarship, and stationery allowance directly disbursed to eligible school students?
(A) Through physical cash distribution directly in school assembly by class teachers against handwritten paper receipts
(B) Through Direct Benefit Transfer (DBT) directly into verified bank accounts of students/parents via PFMS platform
(C) By issuing private bearer cheques payable to local shopkeepers for purchasing uniforms and stationery items directly
(D) By distributing store discount coupons redeemable exclusively at designated private commercial shopping malls

92. Under modern digital transaction guidelines framed under GFR 2017, how are government payment bills submitted and processed by DDOs at Pay and Accounts Offices (PAO)?
(A) Through paper bills brought by official hand-delivery messengers directly to the Pay and Accounts Office
(B) Through digitally signed e-bills submitted online via the PFMS / e-Bill portal
(C) Through unencrypted SMS messages sent from private mobile numbers of Drawing Officers
(D) Through social media posts and electronic tweets tagged directly to the Treasury Officer

93. What is a primary financial safeguard required when managing digital transactions and e-payments in government school offices?
(A) Sharing Digital Signature Certificates (DSC) tokens and administrative passwords openly with unverified contract staff
(B) Safe custody of DSC tokens, mandatory two-factor authorization, and strict compliance with maker-checker controls
(C) Disabling all computer anti-virus software and network firewalls during the process of bill generation and upload
(D) Maintaining digital signature keys and encryption passwords on unencrypted public cloud storage platforms

94. What is the correct sequence of stages in the preparation and submission of Departmental Budget Estimates for an upcoming financial year?
I. Estimation of revenue and capital requirements by Head of Office / DDO
II. Compilation and scrutiny of estimates at Departmental / Directorate level
III. Submission of consolidated estimates to Finance Department for integration into Budget
IV. Scrutiny and vote on demands for grants by the Legislature / Parliament
Choose the correct sequence from the options below:
(A) I → II → III → IV
(B) II → I → III → IV
(C) III → II → I → IV
(D) I → III → II → IV

95. In budget management terms under GFR, what does "Revised Estimates" (RE) represent?
(A) The original base budget estimates approved by Parliament 5 years ago for long-term departmental planning.
(B) A mid-year assessment of budget needs for

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122. In what acceptable instruments can Performance Security be deposited by a successful contractor under Rule 171 of GFR 2017?
(A) Account Payee Demand Draft, Fixed Deposit Receipt (FDR) from a Commercial Bank, or Bank Guarantee
(B) Cash currency notes left in unmarked paper envelopes in the tender box
(C) Post-dated personal cheques drawn on third-party non-scheduled private bank accounts
(D) Crypto-currency tokens and digital virtual assets transferred directly to office digital wallet accounts

123. Under Rule 172 of GFR 2017, what restriction applies to granting advance payments to private firms in supply or work contracts?
(A) Unlimited advance payment can be made to private firms without demanding any bank guarantee or security deposit.
(B) Advance payment should not exceed 25%-30% of contract value against adequate security like Bank Guarantee.
(C) Advance payment is legally mandatory up to 100% of total contract value prior to signing formal written agreement.
(D) Advance payments to private suppliers are strictly banned under all circumstances including defense equipment contracts.

124. Under GFR 2017, advance payments made to Government agencies or Autonomous Bodies executing government works or services can be granted up to what extent?
(A) Up to 100% of the estimated cost or staged progress payments as per project terms and agreement
(B) Maximum 1% of total estimated cost regardless of project timeline or scope
(C) Only after complete physical completion of work and 10 years of continuous error-free usage
(D) Advance payment is strictly prohibited for all government agencies and state autonomous executing bodies

125. What is the administrative purpose of incorporating "Milestone-Based Stage Payments" in long-term work or supply contracts?
(A) To pay the entire contract amount upfront on the very first day of signing contract agreement.
(B) To tie disbursements to verified completion of predefined physical project milestones.
(C) To avoid conducting mandatory physical inspections of work progress prior to releasing payments.
(D) To increase the overall project completion duration indefinitely without fixing firm accountability.

126. Under Rule 176 of GFR 2017, what is meant by a "Buy-Back Offer" scheme during procurement of new goods?
(A) Returning old items to original vendor without receiving any financial price discount on future orders.
(B) Trading in old equipment to adjust its value as a discount on new equipment purchase price.
(C) Buying back sports goods and textbooks previously sold to school students at double the original retail price.
(D) Selling surplus government lands and institutional real estate assets directly to private building contractors.

127. Under Rule 169 of GFR 2017, what condition should be evaluated before entering into a Comprehensive Maintenance Contract (CMC) for equipment like computers or laboratory instruments?
(A) CMC cost should be evaluated alongside initial purchase cost to determine total cost of ownership.
(B) Equipment should be discarded immediately without carrying out maintenance after 1 month of active institutional operational use.
(C) CMC must always be awarded to an unregistered local handyman or technician without executing a formal written contract agreement.
(D) Comprehensive maintenance contracts are strictly prohibited for all technical equipment installed in government offices and schools.

128. What is the standard procedure for outsourcing non-consulting routine services (e.g., campus security) where contract value is above ₹1,000,000?
(A) Issue tender on GeM/CPPP, invite two-bid proposals, evaluate, demand performance security, and execute contract.
(B) Appoint local security guards on daily verbal cash payment arrangements without verifying identity proof or police records.
(C) Direct existing school teachers to perform

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102. In a school office, what is the specific function of the "Contingent Register" (Form GAR 14)?
(A) To record daily attendance, duty hours, and leave records of contractual teaching and non-teaching staff.
(B) To record progressive contingent expenditures, bill numbers, sub-vouchers, and treasury drawals.
(C) To securely store digital signature certificate tokens and official passwords used for e-procurement portals.
(D) To maintain annual medical examination, physical fitness, and immunization health records of school students.

103. What is the purpose of maintaining a "Bill Register" in the office of a Drawing and Disbursing Officer?
(A) To track bills prepared and submitted to PAO, including bill number, date, amount, nature of claim, and status.
(B) To register student complaint letters, grievance redressal forms, and disciplinary notes against teaching faculty.
(C) To record daily library book loans, accession numbers, due dates, and late submission fine amounts collected.
(D) To list unserviceable furniture items, broken dual desks, and classroom fixtures pending survey committee inspection.

104. Which of the following rules governs the safe custody of cash and cheque books in a school administrative office?
(A) Cheque books should be left on open office tables during office hours for convenience of administrative staff.
(B) Cash chest keys should be handed over to temporary student helpers or office attendants for daily opening.
(C) Cash and unused cheque books must be kept in a double-lock safe, key held by DDO/ cashier.
(D) Cash balance should be kept in unsecured cardboard boxes or unlocked wooden desk drawers overnight.

105. When stores/equipment are received in a school stock room, what essential procedure must precede making formal entries in the Stock Register?
(A) Immediate distribution of delivered items to students and staff without conducting formal verification or counting.
(B) Physical inspection, counting, and verification against invoice specs by a designated responsible officer.
(C) Payment of full cash advance to delivery van driver prior to opening and inspecting delivered consignment boxes.
(D) Burning invoice papers and delivery challans immediately after delivery to clear office filing and storage space.

106. In Form GFR 23 (Consumable Store Register), what information must be systematically recorded upon issue of items (e.g., chalks, stationery, cleaning fluid) to departments?
(A) Personal residential address, phone number, and banking details of the commercial vendor supplying goods
(B) Date of issue, quantity issued, signature/ acknowledgement of receiving staff member, and balance stock remaining
(C) Income tax registration number and Permanent Account Number (PAN) of student monitors managing the stock room
(D) Market share percentage and global ranking of the commercial manufacturing company producing the stationery items

107. A school received 50 footballs and 30 cricket bats for physical education classes. Under stock keeping principles, in which stock register should these items be entered?
(A) Fixed Assets Register (Form GFR 22) as permanent structural assets retained indefinitely in official school asset inventory
(B) Library Accession Register maintained for cataloging academic books, journals, and educational periodicals
(C) Consumable / Non-durable Store Register (Form GFR 23) under sports inventory, tracking issue and wear-and-tear balance
(D) Permanent Advance Register maintained for tracking imprest recoupment and petty cash disbursements in administrative office

108. What is the procedure for removing unserviceable consumable items (e.g., used chemicals, exhausted sports goods) from the active stock balance?
(A) Erase past stock entries with correcting fluid and modify total balance figures manually in the stock register.
(B) Submit write-off proposal based on inspection report and record formal write-off entry in stock register.

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Rules (GFR) 2017 in school administrative management?

(A) Maximizing official financial expenditure without maintaining procedural voucher records or undergoing audit scrutiny.
(B) Ensuring financial propriety, economy, efficiency, transparency, and accountability in managing public funds.
(C) Eliminating all procurement of physical goods and non-consulting services across government educational institutions.
(D) Authorizing school principals to frame private commercial financial rules and procurement policies independently.

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generation that is manufactured and sold exclusively by one specialized firm. Which certificate must be executed under Rule 166 of GFR 2017?
(A) Emergency Procurement Exemption Certificate
(B) Proprietary Article Certificate (PAC)
(C) Non-Availability Certificate
(D) Quality Assurance Certificate

116. What mandatory certificate text must be recorded by the purchasing authority on the bill when making a direct purchase without quotation up to ₹25,000 under Rule 154 of GFR 2017?
(A) "Certified that goods purchased are of requisite quality and specs, from a reliable supplier at reasonable price."
(B) "Certified that this contingent purchase is made under direct emergency directions issued by the High Court of the State."
(C) "Certified that the required goods were obtained free of cost under international charity and voluntary NGO assistance."
(D) "Certified that the commercial prices charged on bill are 50% below prevailing international standard wholesale rates."

117. What certificate must be recorded by the Local Purchase Committee under Rule 155 of GFR 2017 when procuring goods valued between ₹25,000 and ₹2,500,000?
(A) "Jointly certified that recommended goods meet specs and quality, prices are reasonable, and supplier is reliable."
(B) "Certified that no other commercial vendor or manufacturer exists in the entire global market for this equipment."
(C) "Certified that the entire procurement process was executed urgently without physically inspecting the goods delivered."
(D) "Certified that necessary purchase funds were drawn temporarily from personal savings of purchase committee members."

118. During financial audit, Service Books of government employees are scrutinized. What financial error in Service Book maintenance directly attracts audit adverse remarks?
(A) Proper recording and timely attestation of annual increments and pay fixation orders by the Head of Office.
(B) Unverified service records and missing leave accounts causing overpayment.
(C) Maintaining a duplicate copy of service book in personal custody of employee as permitted under financial rules.
(D) Pasting passport size photograph of employee on the first page of service book without official seal stamp.

119. If a Drawing and Disbursing Officer (DDO) knowingly signs a fake contingent bill resulting in financial loss to the government, what legal and administrative actions apply?
(A) Purely verbal reprimand issued informally by the senior office assistant without recording in service book.
(B) Mandatory administrative promotion to a higher scale to avoid negative publicity for the department.
(C) Transfer of total financial liability directly to the student welfare council fund without taking personal action.
(D) Disciplinary action under CCS Rules, criminal prosecution, and recovery under GFR.

120. Expenditure incurred on official hospitality, refreshments, and school functions is governed by contingency rules under GFR. Which practice is compliant with rules?
(A) Exceeding annual contingency ceiling by drawing cash from student development funds without formal sanction.
(B) Incurring expenditure within delegated ceilings under Object Head supported by valid sub-vouchers.
(C) Submitting personal family grocery and dining bills under official hospitality heads during annual audit.
(D) Waiving the statutory requirement of supporting sub-vouchers for all official hospitality expenses above ₹10,000.

121. Under Rule 170 of GFR 2017, within what timeframe should Earnest Money Deposit (Bid Security) be refunded to unsuccessful bidders after the award of contract?
(A) On or before the 30th day after the award of the contract
(B) Exactly after 5 years from the date of final contract execution and completion
(C) Refund of Earnest Money Deposit is strictly not permissible under GFR rules
(D) Only upon formal retirement of the Head of Department from government service

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(C) Throw unserviceable items out of office windows into garbage dumps without making any stock register entry.
(D) Charge the cost of missing or unserviceable consumable items directly to the student welfare fund account.

109. In audit procedures, how is a "Test Audit Note" (TAN) distinguished from an "Audit Paragraph" (Audit Para) in an Inspection Report?
(A) TAN deals with minor procedural flaws settled locally, while Audit Para covers major irregularities needing formal reply.
(B) TAN represents a formal criminal charge sheet, while Audit Para serves as an official certificate of administrative praise.
(C) TAN applies exclusively to foreign supply firms, while Audit Para applies strictly to local domestic commercial vendors.
(D) There is no legal or procedural distinction between a Test Audit Note (TAN) and an official Audit Paragraph (Para).

110. In government office accounting, what is the purpose of maintaining a "Broadsheet for Advances"?
(A) To publish annual news, sports event schedules, and cultural activity announcements regarding school sports day.
(B) To record daily physical arrival time, departure time, and official leave details of the Head of Institution.
(C) To track monthly recoveries, balances, and reconciliation of employee advances (e.g., Festival, TA, Computer).
(D) To list commercial contact details, office addresses, and telephone numbers of local vendors supplying goods.

111. How does Vigilance Clearance impact financial administration and procurement decisions in government departments?
(A) It grants complete immunity from external statutory CAG audit and internal departmental financial inspections.
(B) Persons/firms facing vigilance or corruption proceedings may be disqualified from tenders or evaluation committees.
(C) It officially allows administrative officers to bypass mandatory GFR threshold limits without prior concurrence.
(D) It automatically doubles delegated financial powers of Drawing and Disbursing Officers across all sub-heads.

112. Under Rule 144(xi) inserted into GFR 2017, what restriction applies to bidders from countries sharing a land border with India?
(A) They are completely exempt from submitting technical proposals and commercial qualification documents during bidding.
(B) Any bidder from such a country must be registered with the Competent Authority (DPIIT) to be eligible to bid in public procurement.
(C) They are granted an automatic 20% price preference margin over domestic Indian bidders in all public competitive tender evaluations.
(D) They are exempt from depositing Bid Security and submitting Performance Security upon contract award.

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113. Under Public Procurement Policy for Micro and Small Enterprises (MSEs) aligned with GFR, what price preference margin is available to MSEs quoting within a price band of L1 + 15% when L1 is a non-MSE?
(A) They are awarded the entire contract at their quoted higher price without requiring any price negotiation or match.
(B) They are disqualified immediately from tender evaluation for quoting prices above the lowest valid non-MSE offer.
(C) They receive a cash bonus incentive from the buying department to offset their higher operational cost structure.
(D) They are allowed to supply a portion (up to 25%) of total requirement by bringing down their price to L1 price.

114. Under the Public Procurement (Preference to Make in India) Order applicable under GFR 2017, what is meant by "Local Content"?
(A) The percentage of foreign currency paid to international advisory consultants for designing the product.
(B) Domestic value added in India (total item value excluding indirect taxes minus imported content value).
(C) The quantity and cost of local food, catering, and refreshments served during tender evaluation committee meetings.
(D) The physical dimensions and total volumetric size of the product manufactured in regional provincial towns.

115. A school needs to procure a specific branded software module for automated timetable

night watchman duties on rotation basis without granting financial compensation.
(D) Outsource security service through secret direct negotiation with local acquaintances without releasing public advertisement.

129. When application fees or cost of tender documents are collected in cash or demand draft in a school office, under which head of account must they be credited?
(A) Personal bank account of the School Principal or Head of Office
(B) Relevant Government Receipt Revenue Head / Account of the Government
(C) Teachers' Welfare Club Account maintained for staff social activities
(D) Local Student Sports Tournament Account managed by physical education teachers

130. If cash is stolen from the school office cash chest during a night break-in, what dual action must the Head of Office immediately initiate under GFR provisions?
(A) Lodge FIR with Police, submit formal Loss Report to Higher Authority and PAO, and initiate departmental inquiry.
(B) Pay the stolen cash amount directly from personal pocket and hide the incident from departmental auditors
(C) Collect cash contributions forcibly from school students during assembly to make up the financial loss
(D) Burn the official Cash Book and office vouchers immediately in order to erase all past financial transaction history

131. Under Rule 236 of GFR 2017, who has the statutory authority to audit the accounts of non-government bodies or autonomous institutions receiving recurring grant-in-aid of ₹10,000,000 and above per annum from the Central/GNCTD Government?
(A) Comptroller and Auditor General of India (CAG)
(B) Municipal Corporation Ward Member of the local electoral district
(C) Private tax consultant hired independently by student representatives
(D) International Monetary Fund central auditing delegation

132. What is the purpose of Form GFR 12-C?
(A) Stock register maintained exclusively for perishable grocery and food items
(B) Application form submitted by employees for drawing Leave Travel Concession (LTC) advance
(C) Utilization Certificate for Autonomous Bodies of the Department
(D) Tender evaluation summary sheet used for civil infrastructure construction contracts

133. When write-off of irrecoverable loss of stores is processed, what distinction is drawn between loss due to "theft/fraud" and loss due to "fair wear and tear"?
(A) Theft requires investigation and responsibility fixing before write-off, while wear and tear is routine condemnation.
(B) Fair wear and tear requires mandatory police FIR registration, while theft requires no reporting or departmental action.
(C) Both theft loss and wear-and-tear loss are treated identically without reporting to higher authorities or writing off.
(D) Fair wear and tear costs are automatically recovered from monthly pension payments of retired administrative staff.

134. What record should be maintained in a government school office to track valuable financial securities such as Bank Guarantees, Fixed Deposit Receipts, and Earnest Money Instruments received from contractors?
(A) Register of Valuables / Security Deposit Register
(B) Student Admission Register tracking academic admissions
(C) Library Accession Register cataloging all books and journals
(D) Staff Attendance Register recording daily employee arrival times

135. Which of the following is NOT one of the primary canons of financial propriety specified under GFR Rule 21?
(A) Expenditure should not be prima facie more than the occasion demands.
(B) Public money should be spent to directly benefit specific influential individuals.
(C) No authority should exercise powers to pass an order directly or indirectly to its own advantage.
(D) Allowances granted should not become sources of profit to recipients.

136. A school procurement committee invited bids for buying 50 desktop computers. The committee

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current year considering past actuals and remaining needs.

(C) The final audited accounts published constitutional authority CAG after two full financial years elapse.

(D) A discretionary fund allocated exclusively for granting annual festival advances to non-gazetted employees.

96. Under GFR and Budget Control rules, what record must be maintained by the Drawing and Disbursing Officer (DDO) to track progressive expenditure against sanctioned budget allocations?

(A) Personal Savings and Private Investment Ledger maintained by the office staff

(B) Library Accession Register for cataloging academic books and periodicals

(C) Expenditure Control Register (Form GFR 8 / GAR)

(D) Student Attendance Register maintained daily by class teachers

97. What is the constitutional purpose of obtaining a "Vote on Account" from Parliament/Legislature before the commencement of the new financial year?

(A) To seek permanent statutory authorization from the legislature to double existing income tax rates.

(B) To obtain grant for essential expenditure pending budget discussion and passing of Appropriation Bill.

(C) To write off all pending government financial losses and audit objections accumulated over the previous decade.

(D) To sanction special discretionary salary increments exclusively for administrative heads of government departments.

98. What is the financial significance of the rule that "all unspent grants or budget allocations lapse at the close of the financial year" on March 31st?

(A) Funds automatically transfer into the personal bank account of the Head of Office for future official spending.

(B) Unspent money cannot be drawn and stored in bank accounts merely to avoid grant lapsing ("March Rush" prohibition).

(C) Unspent money can be carried forward and used freely in the next financial year without requiring fresh budget allotment.

(D) Treasury officers accept backdated bills and receipts indefinitely beyond March 31st to complete budget disbursements.

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99. Which of the following is a primary duty and personal responsibility of a Drawing and Disbursing Officer (DDO) regarding financial management?

(A) Delegating full official financial signing authority and bill approval powers directly to private commercial vendors in office

(B) Modifying and amending statutory tax laws and revenue assessment procedures enacted by Parliament

(C) Approving capital construction projects and infrastructure design for major national highways

(D) Ensuring that every payment made is supported by valid, genuine vouchers and correctly classified under approved budget heads

100. Under Receipts and Payments Rules and Accounting guidelines, what is the mandatory rule regarding entries in the official Cash Book maintained in a school office?

(A) Entries can be made periodically once every six months based on memory or informal notebook entries maintained by staff.

(B) All cash receipts and disbursements must be recorded in the Cash Book daily on transaction date and attested by DDO/ HoO.

(C) Entries should be made using graphite pencil so that accounting corrections and adjustments can be erased easily later.

(D) Cash book maintenance is mandatory only if total cash transactions in a financial year exceed ₹10 Crore threshold limit.

101. What is the prescribed frequency for physical verification of cash balance in the Cash Book by the Head of Office or designated officer?

(A) At the end of every month (or daily), recording a signed certificate of verification of physical cash balance.

(B) Once every 5 years during the official quinquennial administrative review conducted by the Head of Department.

(C) Verification is strictly prohibited under employee privacy protection rules and service conduct regulations.

(D) Physical cash verification is conducted only when specifically requested in writing by local police investigators.

(D) For all major works and supply contracts exceeding ₹100 Crore total estimated outlay across government departments.

143. How are library books classified under GFR Asset Management Rules (Rule 207/215)?
(A) Classified as consumable store items like chalk, dusters, cleaning chemicals, and routine office printing paper.
(B) Classified as valueless scrap material disposed of without maintaining any stock or accession registers.
(C) Maintained under Library Accession Registers and verified under separate rules distinct from plant/machinery.
(D) Classified as emergency contingent cash advances held in personal custody of the school librarian.

144. What rule governs the disposal of condemned Electronic Waste (E-waste) such as old computers, printers, and UPS systems under GFR 2017?
(A) Disposal must be via registered e-waste recyclers/dismantlers authorized under E-Waste Rules.
(B) Burning unserviceable electronic items in open school playgrounds to incinerate toxic components quickly.
(C) Dumping unserviceable computer CPUs and electronic scrap directly into local municipal rivers or ocean waters.
(D) Selling electronic waste directly to unauthorized local roadside ragpickers without tracking recycling compliance.

145. What is the function of Form GFR 12-B?
(A) Form of Utilization Certificate submitted by state governments for non-recurring capital expenditure grants
(B) Statement of performance and annual accounts for autonomous bodies receiving Grants-in-Aid
(C) Official application form submitted by government employees for seeking annual interest-free festival advance
(D) Stock register maintained by Drawing Officers for recording petty contingent vouchers below ₹500 in value

146. How is "Pre-Audit" defined in government financial controls?
(A) Audit examination of claims, bills, and vouchers conducted BEFORE payment is actually disbursed by PAO/Treasury
(B) Comprehensive statutory audit examination conducted 10 years after final payment disbursements are completed by treasury
(C) Physical soil testing and architectural verification of school playground soil quality
(D) Annual pedagogical evaluation of student physical education and sports performance

147. Form GAR 32 / GFR record is used for maintaining which of the following accounts?
(A) Service Book tracking employee career history
(B) Library Accession Register cataloging academic books
(C) Permanent Advance / Imprest Register
(D) Contingent Bill Register recording contingent claims

148. What is the Central Public Procurement Portal (CPPP)?
(A) A private commercial e-commerce website used by government staff for purchasing personal clothes and accessories.
(B) An interactive online gaming portal maintained by the education department for school children during holidays.
(C) A private social media networking platform created exclusively for public servants to share personal opinions.
(D) A mandatory online portal for publishing tender enquiries, bid documents, and award details transparently.

149. A Head of School acting as Head of Office (HoO) receives a sanction for ₹40,000 for purchasing science lab consumables. What primary administrative step must the HoO follow?
(A) Distribute cash directly to students to buy laboratory items from local shops without collecting vouchers or receipts.
(B) Deposit the sanctioned budget money temporarily into a personal savings bank account to earn commercial interest.
(C) Initiate purchase via LPC (Rule 155) or GeM, record stock in Form GFR 23, and submit bill to DDO/PAO.
(D) Spend the sanctioned money on personal vehicle maintenance and repair expenses of the Head of Institution.

150. Which of the following best summarizes the core operational philosophy of General Financial

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intentionally altered the technical specifications to include a unique proprietary branding code that only one local vendor possessed, thereby excluding all other major computer manufacturers. Which principle of public buying under Rule 144 was violated?

(A) Principle of ensuring broad-based competition, transparency, and non-discriminatory technical specifications
(B) Principle of maximizing interest-free advance payment to commercial suppliers prior to delivery
(C) Requirement of using paper tenders only while banning all digital e-procurement portal purchases
(D) Canon requiring all contingent expenditure to be formally audited and approved by local police station officers

137. Under GeM portal features (Rule 149), what is a "Reverse Auction" (RA)?

(A) An online auction where sellers bid progressively LOWER prices during a set timeframe.
(B) An open competitive auction process where prices increase progressively to the highest bidder in public assembly.
(C) A confidential procurement process where buyers hide technical specifications from competing commercial sellers.
(D) A manual paper-based price negotiation process held behind closed doors between buyer and chosen vendor.

138. In government budget classification, how are "Sub-Heads" positioned relative to "Major Heads" and "Minor Heads"?

(A) Major Head → Minor Head → Sub-Head → Detailed Head → Object Head (Primary Unit of Appropriation)
(B) Object Head → Major Head → Sub-Head → Minor Head → Detailed Head in descending operational structure
(C) Sub-Head is positioned higher than Major Head and Minor Head in central budget classification schemes
(D) All budget heads are identical in rank, scope, and constitutional status without any hierarchical classification

139. What is the financial rule regarding surrender of anticipated savings in budget allocations by a Drawing Officer?

(A) Savings should be hidden in temporary suspension accounts until the next decade without reporting to Finance Department.
(B) All anticipated savings must be surrendered immediately upon identification before year-end.
(C) Savings must be spent urgently on luxury office furnishings or unapproved items on March 31st to exhaust allocations.
(D) Savings are transferred directly into private personal bank accounts of Drawing and Disbursing Officers at year close.

140. What is a "Bank Reconciliation Statement" (BRS) prepared periodically by a Drawing and Disbursing Officer (DDO)?

(A) A comprehensive list of student examination marks, internal assessment grades, and academic performance metrics.
(B) A statement reconciling cash book bank column balance with Treasury/Bank Passbook balance.
(C) A formal statement of annual earned leave, casual leave, and half-pay leave balances of teaching staff members.
(D) A legal contract document executed with foreign equipment suppliers during international competitive procurement.

141. Under GFR 2017, what step should be taken if only a "Single Bid" is received in response to an open Advertised Tender Enquiry?

(A) Cancel the open tender automatically without opening or evaluating the technical contents of the single bid received.
(B) Process single bid if specs were non-restrictive, price is reasonable, and re-tendering won't yield better competition.
(C) Arrest the single bidder for attempting to monopolize public procurement tenders through illegal collusion.
(D) Award double the total estimated contract value to the single bidder as an encouragement for participating alone.

142. When is "Procurement of Goods by Direct Negotiation" permissible under GFR rules?

(A) In proprietary cases or extreme urgency where standard channels cannot operate.
(B) In normal routine operational situations for procuring standard office stationery and regular computer consumables.
(C) Whenever the departmental procurement committee wishes to avoid writing detailed tender evaluation reports.

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ANSWERS

1. (D) They apply to all Ministries, Departments, attached/subordinate offices, and autonomous bodies of the Central Government.
The General Financial Rules 2017 are a comprehensive set of executive orders issued by the Department of Expenditure under the Ministry of Finance. These financial rules regulate financial management across all Central Government Ministries, Departments, attached and subordinate offices, as well as autonomous bodies under their administrative control, establishing uniform accounting and procurement standards.

2. (C) All revenues, loans raised, and moneys received by or on behalf of the Government of India
Under the General Financial Rules and constitutional provisions, public money encompasses all revenues collected, loans raised through treasury bills, and all moneys received by or on behalf of the Government of India. These funds are held in trust in the Consolidated Fund of India, Contingency Fund, or Public Account, requiring statutory parliamentary appropriation prior to disbursement.

3. (B) Every officer should exercise the same vigilance in respect of expenditure incurred from public money as a person of ordinary prudence would exercise in respect of expenditure of his own money.
Rule 21 of the General Financial Rules establishes the Canons of Financial Propriety, which set fundamental ethical principles for financial management. A core mandate is that every public officer must exercise the exact same vigilance and caution over public expenditure as a person of ordinary prudence would exercise when spending personal funds, ensuring complete financial integrity and administrative responsibility.

4. (A) Both A and R are true and R is the correct explanation of A
Drawing and Disbursing Officers are strictly prohibited from passing payment bills without valid financial sanction and sufficient budget availability. This procedural requirement directly aligns with government financial regulations, which stipulate that no expenditure or financial liability can be incurred until necessary funds are formally provided by a general or special sanction order issued by the competent authority.

5. (A) The smallest unit of classification under a major head, minor head, and sub-head representing specific items of expenditure
In government accounting, the primary unit of appropriation represents the lowest breakdown level within budget classification structures. It falls beneath major, minor, sub, and detailed heads, explicitly defining the specific purpose or object head, such as salaries, travel expenses, or office equipment, for which parliamentary funds are sanctioned and monitored during budget execution.

6. (B) An authority to whom relevant administrative or financial powers have been delegated by the President or higher authority
A competent authority in financial administration refers to an administrative officer or statutory body explicitly vested with delegated powers. These administrative and financial powers are granted by the President of India or a higher sanctioned authority under statutory rules, enabling the designated authority to grant financial approvals, issue expenditure sanctions, and execute binding contracts on behalf of government.

7. (A) I and II only
The Canons of Financial Propriety under Rule 21 specify that public expenditure must not exceed what the occasion strictly demands. Furthermore, sanctioning authorities are barred from exercising financial powers to pass orders directly or indirectly benefitting themselves. Allowances granted to meet specific expenses must never be regulated in a manner that creates profit for recipients.

8. (A) Canon that no authority should exercise powers to pass an order to its own advantage

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and expenditure should not exceed what the occasion demands
Awarding procurement orders to a family member without inviting competitive quotations and paying inflated prices directly violates the Canons of Financial Propriety under Rule 21. Public officials are strictly forbidden from exercising financial sanctioning powers for personal advantage or paying amounts above prevailing market rates, as expenditure must remain reasonable and justifiable for the occasion.

9. (C) Transfer of savings from one unit of appropriation to another unit of appropriation within the same grant or appropriation
Re-appropriation of funds involves transferring identified savings from one primary unit of appropriation to another unit needing additional funds within the same voted grant or parliamentary appropriation. This financial mechanism allows administrative flexibility to cover operational shortfalls during budget execution without altering overall voted grant amounts or requiring fresh approval from the legislature.

10. (A) Specifications of the required goods must be tailored to suit a specific single brand or manufacturer to ensure standard quality.
Fundamental principles of public buying under Rule 144 mandate transparent, objective, and non-restrictive procurement processes. Tailoring technical specifications to favor a specific brand or single manufacturer is prohibited because specifications must be generic and broad-based. This requirement ensures open competition, prevents commercial favoritism, and enables equal opportunity for all potential qualified bidders in public tenders.

11. (A) Both A and R are true and R is the correct explanation of A
Splitting procurement demands into smaller quantities to avoid obtaining the financial sanction of a higher competent authority is strictly prohibited under government rules. Artificial division of purchase requirements undermines transparency, circumvents delegated financial approval limits, and prevents public institutions from benefiting from economies of scale, bulk pricing, and competitive bidding processes in public procurement.

12. (D) Reservation of certain items exclusively for procurement from MSEs and exemption from payment of Bid Security (EMD)
Public procurement policies accord specific promotional privileges to registered Micro and Small Enterprises to encourage small-scale industries. These benefits include total exemption from depositing Bid Security or Earnest Money Deposit in public tenders, as well as the exclusive reservation of designated manufactured items and procurement price preferences to support market access for smaller enterprise units.

13. (C) The buyer authority can modify technical specifications post bid-opening to accommodate a local preferred supplier.
Public buying rules strictly enforce principles of transparency, fairness, and equal opportunity for all participating bidders. Modifying technical specifications post bid-opening to accommodate a preferred supplier violates non-discriminatory principles. Evaluation must strictly adhere to the criteria, terms, and conditions explicitly specified in original bidding documents, without post-opening alterations or unfair administrative adjustments.

14. (D) I, II, III and IV
Direct purchase of goods up to twenty-five thousand rupees requires no quotations. Purchases exceeding twenty-five thousand and up to twenty-five lakh rupees are conducted through a Local Purchase Committee. Limited Tender Enquiry applies for goods up to twenty-five lakh rupees, while Advertised Tender Enquiry is mandatory for procurement values exceeding twenty-five lakh rupees.

15. (A) Yes, because under Rule 154 of GFR 2017, goods up to ₹25,000 may be purchased directly without quotations, subject to recording the prescribed certificate.
Under Rule 154 of the General Financial Rules 2017, direct purchase of goods costing up to twenty-five thousand rupees on each occasion is fully permissible without inviting quotations or bids. The purchasing officer must record a statutory certificate confirming that the goods purchased are of requisite quality, obtained at a reasonable market price.

16. (B) ₹25,000
Rule 154 of the General Financial Rules 2017 specifies twenty-five thousand rupees as the

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ceiling limit for direct purchase of goods without calling for quotations. The competent authority can execute such petty purchases directly from open markets, provided the prescribed certificate regarding quality, suitability, and reasonable prevailing price is signed and appended to the voucher.

17. (B) That the goods are of requisite quality and specification, and the recommended price is reasonable according to market rates
Under Rule 155 of the General Financial Rules 2017, purchases costing above twenty-five thousand rupees and up to two lakh fifty thousand rupees require a Local Purchase Committee certification. The three-member committee must inspect the market, evaluate supplier quotes, and jointly certify that goods meet requisite quality standards and prices are reasonable and fair.

18. (A) Both A and R are true and R is the correct explanation of A
Government Ministries and Departments are mandated to procure common-use goods and services through the Government e-Marketplace platform. GeM is a centralized online portal designed to bring transparency, administrative efficiency, speed, and cost savings to public buying, connecting public buyers directly with verified suppliers while eliminating manual paper-based tender processes across government offices.

19. (B) Up to ₹25,000
Rule 149 of the General Financial Rules 2017 governs procurements through the Government e-Marketplace. For direct purchases on the portal, buyer authorities can purchase goods and services up to twenty-five thousand rupees from any available registered supplier, provided the item meets requisite specifications and operational quality requirements without requiring mandatory price comparisons or competitive bidding.

20. (C) Through the L1 seller among available sellers meeting required specs, after comparing at least three different manufacturers on GeM
Under Rule 149 of the General Financial Rules 2017, procuring goods on the Government e-Marketplace valued between twenty-five thousand and five lakh rupees requires price comparison. Buyers must compare technical features and financial rates from at least three different manufacturers or sellers on the platform, placing the order with the lowest evaluated responsive seller.

21. (A) I and II only
Government e-Marketplace handles procurement for both common-use goods and services across public departments. Procurement exceeding five lakh rupees on GeM requires mandatory online bidding or reverse auction tools. Using GeM is obligatory for public institutions where products are available on the portal, making traditional paper tenders inapplicable for listed common-use items and services.

22. (B) Compare offers across at least three manufacturers on GeM meeting specs to buy from L1 seller, or run online bidding on GeM.
When procuring items available on the Government e-Marketplace exceeding threshold limits, public buyers must follow Rule 149 mandates. For procurement exceeding five lakh rupees, administrative officers must either execute online competitive bidding on the portal or perform a online comparison across at least three manufacturers to identify and select the lowest evaluated responsive bidder.

23. (C) ₹2,500,000
Rule 161 of the General Financial Rules 2017 sets twenty-five lakh rupees as the standard threshold limit at or above which Advertised Tender Enquiry becomes mandatory. Public institutions must publish open tender notices on the Central Public Procurement Portal, Government e-Marketplace, and departmental websites to ensure wide publicity, transparent evaluation, and robust market competition.

24. (D) The estimated value of goods is up to ₹2,500,000 and copies of bidding documents are sent directly to more than three registered suppliers.
Limited Tender Enquiry under Rule 162 applies when estimated procurement value is up to twenty-five lakh rupees. Under this method, tender documents are issued directly to more than three registered suppliers to secure competitive rates without mandatory newspaper advertisements, providing an expedited and cost-effective procurement route for standard requirements under financial delegation.

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61. (A) I, II and III only
Unserviceable items beyond economical repair can be condemned upon formal recommendation by a Survey Committee. Revenue realized from disposing of government property must be credited to government accounts or the Consolidated Fund of India. Electronic waste cannot be dumped in municipal trash but must be handled by authorized recyclers.

62. (B) Survey Committee inspection → sanction → fix reserve price → dispose via e-auction/recycler → credit revenue.
Disposing of broken or obsolete institutional assets requires strict procedural compliance under General Financial Rules. The process begins with Survey Committee inspection, followed by administrative sanction, reserve price determination, public disposal through e-auction or authorized recyclers, and crediting the financial proceeds directly into designated government revenue accounts.

63. (B) Sanction order must clearly specify the purpose, target output, terms and conditions, and requirement of Utilization Certificates.
Under Rules 228 to 230 of the General Financial Rules 2017, sanction orders releasing Grants-in-Aid to non-government or voluntary organizations must explicitly state the targeted project outcomes, specific terms and conditions, monitoring mechanisms, and mandatory submission of Utilization Certificates to ensure accountability and proper utilization of public funds.

64. (C) Form GFR 12-A
Form GFR 12-A is the standardized format prescribed under the General Financial Rules 2017 for submitting Utilization Certificates for Grants-in-Aid released for non-recurring or specific purpose schemes. Grantees submit this statutory certificate, verified by chartered accountants or internal auditors, to confirm funds were spent for designated purposes.

65. (A) Both A and R are true and R is the correct explanation of A
Financial rules strictly prohibit releasing subsequent grant instalments to recipient organizations until Utilization Certificates for prior grants are submitted and formally accepted. This regulatory restriction ensures previous financial releases were actually expended on sanctioned targets, preventing fund diversion, unauthorized accumulation, and financial mismanagement in grant-aided institutions.

66. (B) Sanctioning authority and the Comptroller and Auditor General of India (CAG)
Rule 236 of the General Financial Rules 2017 provides that accounts of institutions receiving Grants-in-Aid from government funds remain open to inspection and audit. Both the sanctioning authority and the Comptroller and Auditor General of India hold statutory authority to audit accounts, financial records, and operational expenditures of grantee organizations.

67. (A) Autonomous bodies must undergo performance evaluation by an independent committee once every 3 to 5 years.
Under General Financial Rules guidelines, autonomous bodies receiving recurring Grants-in-Aid exceeding prescribed financial thresholds must undergo periodic performance evaluation or peer review. Conducted by an independent expert committee every three to five years, this review evaluates institutional performance, output achievements, financial sustainability, and continued relevance of recurring grant support.

68. (D) I, II and III
Grantee organizations must maintain registers of permanent assets created using government grant funds in Form GFR 24. Assets created from grants cannot be encumbered or disposed of without prior sanction from granting authorities. Any unspent grant balance at financial year-end must be surrendered or adjusted against future releases.

69. (B) Stop further grants, demand full grant refund with penal interest, and initiate legal proceedings against management.
Misutilizing grant funds for non-sanctioned purposes and failing to submit statutory Utilization Certificates constitutes a fundamental breach of financial conditions. In response, sanctioning authorities are empowered to withhold future grant disbursements, demand immediate recovery of total grant amounts with penal interest, and institute legal recovery action against management.

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34. (C) Consulting services are intellectual/advisory requiring specialized expertise, whereas non-consulting services involve measurable physical deliverables.
Under General Financial Rules, consulting services involve intellectual, advisory, or professional expertise where outputs are technical advice, studies, or designs. Conversely, non-consulting services involve physical, measurable, and routine operational tasks where performance standards are evaluated based on physical deliverables, such as campus maintenance, equipment servicing, security services, or transport operations.

35. (A) Both A and R are true and R is the correct explanation of A
Quality and Cost Based Selection is the standard evaluation method for procuring complex consulting services. Under this system, technical quality and financial cost are assigned weighted scores, allowing public authorities to select service providers based on a combined competitive evaluation that balances technical expertise and commercial viability rather than relying purely on lowest financial quotes.

36. (C) When the assignment is routine with established practices, making cost the main factor among qualified bidders.
The Least Cost System for selecting consultants is appropriate when assignments are standard, routine, or straightforward with well-established practices and specifications. In such procurement scenarios, minimum technical qualification benchmarks are set, and among the consultancy firms meeting those technical criteria, the firm offering the lowest financial proposal is selected for contract award.

37. (D) All of the above
Rule 194 of the General Financial Rules 2017 permits Single Source Selection for consulting services under specific justified conditions. These include small assignments where competitive selection is impractical, natural continuations of previous tasks successfully executed by an existing consultant, or catastrophic emergency situations requiring immediate expert advisory intervention without operational delay.

38. (A) I and II only
Procurement of non-consulting services requires detailed preparation, including a clear Statement of Work outlining specific tasks, timelines, performance metrics, and deliverables. Bidding documents must state objective criteria for bid evaluation. Engaging non-consulting services without written contracts on purely verbal instructions is strictly prohibited under government financial regulations, ensuring accountability.

39. (B) Issue tender enquiry, define terms of reference, invite competitive bids, demand performance security, and sign formal contract.
Outsourcing routine non-consulting services like security or campus sanitation requires formal competitive procurement procedures. Administrative authorities must issue a clear tender enquiry specifying terms of reference, invite competitive bids, evaluate proposals transparently, collect performance security from the successful bidder, and execute a legally binding contract agreement to enforce operational standards.

40. (C) To enable a Head of Office to meet petty day-to-day contingent expenditure without waiting to draw regular treasury bills.
An Imprest or Permanent Advance is a standing sum of cash placed at the disposal of a Head of Office. Its fundamental purpose is to enable immediate payment for petty day-to-day contingent operational expenses, avoiding administrative delays associated with drawing regular treasury bills for minor routine office requirements and minor emergency expenses.

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41. (A) The holder spends cash, retains vouchers, and submits recoupment bills to restore balance to the sanctioned limit.
Imprest accounts operate on a revolving fund system. The holder disburses cash for authorized petty contingent expenses, collects valid supporting sub-vouchers, and periodically submits recoupment bills to the treasury or accounting office. Upon verification of sub-vouchers, the disbursed sum is reimbursed, restoring the imprest cash balance to its sanctioned limit.

42. (A) Both A and R are true and R is the correct explanation of A
At the close of a financial year or upon transfer of charge, Permanent Advances must be fully accounted for and recouped or refunded. Imprest money represents government cash

25. (A) Both A and R are true and R is the correct explanation of A
Single Tender Enquiry permits procuring items from a single commercial source without open competitive bidding under exceptional, defined circumstances. This procurement method is justified when required items are proprietary products manufactured by a sole firm or during extreme emergency situations where competitive bidding delays would severely jeopardize public interest, operational efficiency, or life safety.

26. (C) A Proprietary Article Certificate (PAC) signed by the competent administrative authority in the prescribed format
Rule 166 of the General Financial Rules 2017 mandates that when goods are procured under Single Tender Enquiry on proprietary grounds, a formal Proprietary Article Certificate must be recorded. The certificate must be signed by the competent administrative authority, confirming that no alternative product is acceptable and only the specified manufacturer produces the item.

27. (B) To evaluate technical competence and specifications independent of financial quotes before opening financial bids of qualified vendors.
Under Rule 163 of the General Financial Rules 2017, the Two-Bid System requires simultaneous submission of technical and financial proposals in separate sealed envelopes. This system ensures that technical bids are evaluated independently against specified criteria first, so that financial bids are opened exclusively for bidders whose proposals meet all mandatory technical quality specifications.

28. (A) II → III → I → IV
Under the Two-Bid System, evaluation follows a strict sequential order. First, sealed technical and financial bids are received. Second, technical bids are evaluated against pre-determined parameters. Third, financial bids of technically qualified bidders are opened. Finally, the contract is awarded to the lowest evaluated responsive bidder meeting all financial and technical requirements.

29. (B) 2% to 5% of the estimated value of the goods
Rule 170 of the General Financial Rules 2017 specifies that Bid Security or Earnest Money Deposit should range between two percent and five percent of the total estimated procurement value. This financial deposit safeguards public authorities against frivolous bids, ensuring that participating vendors remain committed to their offers throughout the specified bid validity period.

30. (A) I, II and IV only
Micro and Small Enterprises are exempt from submitting Bid Security under public procurement rules. Valid Bid Security must remain active for forty-five days beyond the final bid validity period and is forfeited if bidders modify or withdraw offers during validity. Bid Security must be submitted via approved financial instruments, not personal cash deposits.

31. (B) 5% to 10% of contract value; valid for 60 days beyond the completion of all contractual obligations
Under Rule 171 of the General Financial Rules 2017, Performance Security is collected from successful bidders upon contract award. The standard amount ranges between five and ten percent of total contract value. It must remain valid for sixty days beyond the completion of all contractual obligations, including warranty commitments, protecting public interest.

32. (B) Forfeit the Bid Security, reject the bid, and initiate process for debarment/blacklisting of the bidder in accordance with GFR provisions.
Submitting fraudulent security documents and withdrawing bids after declaration as lowest responsive bidder constitutes serious financial misconduct. Procuring authorities must immediately forfeit the Bid Security, reject the fraudulent offer, and initiate debarment or blacklisting proceedings against the defaulting entity under General Financial Rules to preserve administrative integrity and protect public procurement systems.

33. (B) Advertised Tender Enquiry — Goods value below ₹100,000
Public procurement rules link specific procurement methods to defined monetary thresholds. Advertised Tender Enquiry is mandatory for high-value procurements at or above twenty-five lakh rupees, not for low values below one lakh rupees. Small purchases rely on direct buying or Local Purchase Committees, while Limited Tender Enquiry applies for values up to twenty-five lakh rupees.

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and highlights unserviceable equipment needing formal condemnation and disposal proceedings to maintain accurate institutional asset accounting.

52. (B) An officer who is not the custodian or storekeeper of the stores concerned
Rule 213 of the General Financial Rules 2017 specifies that physical verification of fixed assets must be conducted by an officer who is independent of store custody. Designating an officer who is neither the custodian nor the storekeeper ensures objective evaluation, prevents conflict of interest, and safeguards internal stock audit integrity.

53. (D) Verification must be done at least once a year.
Rule 215 of the General Financial Rules 2017 outlines procedures for physical verification of library holdings. For institutional libraries holding up to twenty thousand volumes, physical verification of books must be conducted at least once a year. This process identifies missing volumes, assesses physical damage, and updates active accession registers.

54. (D) I, II and III
Under Rule 215, libraries with twenty thousand to fifty thousand volumes require physical verification every three years. A loss of five volumes per thousand volumes issued or consulted annually is treated as reasonable loss, provided no dishonesty exists. Unreasonable losses exceeding prescribed limits must be thoroughly investigated before write-off sanction.

55. (A) Write off permissible loss (up to 25 books for 5,000 issues) if no negligence exists, and investigate the remaining 10 missing books.
Rule 215 allows writing off up to five books per thousand volumes issued or consulted annually as normal operational loss, assuming no negligence or dishonesty. For five thousand consultations, twenty-five books represent permissible loss. The competent authority may write off those twenty-five books while initiating an inquiry into the remaining missing books.

56. (B) Record shortages and surpluses immediately in the stock register, investigate reasons, and report to competent authority.
When physical verification reveals shortages or surpluses in stock holdings, the verifying authority must record discrepancies immediately in official stock registers. An administrative investigation must be initiated to establish underlying causes, fix responsibility for missing inventory, and submit a detailed report to competent authorities for necessary regularization or write-off action.

57. (A) To inspect unserviceable stores, evaluate obsolete status, and recommend condemnation and mode of disposal.
Under Rules 217 to 219 of the General Financial Rules 2017, a Survey Committee is constituted to inspect unserviceable, surplus, or obsolete stores. The committee assesses the physical condition of assets, confirms whether items are beyond economical repair, formally recommends condemnation, and suggests appropriate modes for public disposal.

58. (A) Both A and R are true and R is the correct explanation of A
Items declared surplus, unserviceable, or obsolete through formal condemnation proceedings must be disposed of promptly. Delaying disposal occupies valuable institutional space, causes progressive deterioration in residual realization value, and increases administrative holding costs, highlighting the importance of executing efficient e-auctions or tenders for condemned public assets.

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59. (B) Through e-auction or advertised tender enquiry
Rules 218 and 220 of the General Financial Rules 2017 establish e-auction or advertised tender enquiry as preferred modes for disposing of condemned, surplus, or unserviceable goods. Transparent public auction processes maximize financial recovery, ensure fair competition among buyers, and maintain administrative accountability when transferring government property to external parties.

60. (C) Fix a Reserve Price below which the items should not ordinarily be sold
Prior to disposing of condemned or surplus public assets through e-auction or competitive tender, the competent authority must evaluate the scrap value and fix a Reserve Price. Establishing a Reserve Price ensures government property is not sold below fair residual value, protecting public financial interests during auction proceedings.

held in fiduciary trust by the custodian, and unaccounted balances cannot be treated as unvouched expenditure in official departmental financial statements or accounting records.

43. (B) Personal Computer Advance / Building Advance
Advances granted to government servants are classified as interest-bearing or interest-free. Personal Computer Advances and House Building Advances are interest-bearing advances, requiring repayment of principal followed by calculated interest. Conversely, operational advances such as Travelling Allowance, Leave Travel Concession, and medical advances are interest-free, provided adjustment claims are settled within prescribed timelines.

44. (A) Within 15 days of completion of the tour
Government rules specify that a government servant drawing a Travelling Allowance advance for an official tour must submit the final adjustment bill within fifteen days of completing the return journey. Non-submission within this statutory timeframe triggers immediate recovery of the entire advance amount from salary, along with applicable penal interest charges.

45. (C) Final claim must be submitted within 1 month of return journey if advance was drawn, with immediate refund of unspent cash.
When Leave Travel Concession advance is drawn, the government employee must submit the final adjustment claim within one month of completing the return journey. Any unutilized cash advance balance must be refunded immediately to government accounts, accompanied by valid travel tickets and boarding passes to substantiate the actual expenditure incurred.

46. (A) I, II and IV only
Medical advances can be sanctioned directly based on hospital estimates, and LTC advances are permissible up to ninety percent of estimated fares. Failing to submit adjustment bills within prescribed timelines attracts penal interest. TA advances drawn for official tours always require formal adjustment bills supported by relevant sub-vouchers following tour completion.

47. (A) Recover the entire advance in one lump sum from salary along with penal interest, and disallow the LTC claim.
Failure to submit an LTC adjustment bill within the mandatory timeline after drawing advance money constitutes a serious financial breach. Rules require administrative authorities to recover the entire advance amount in one lump sum from the employee's salary, apply penal interest on the advance, and forfeit the employee's LTC claim for that block.

48. (B) Fixed Assets (plant, machinery, furniture, equipment) and Consumable Stores (chemicals, stationery, sports goods of short life)
Asset management rules under General Financial Rules 2017 categorize stores into Fixed Assets and Consumable Stores. Fixed Assets include durable items such as plant, machinery, laboratory equipment, and office furniture retained for long-term institutional use. Consumable Stores encompass short-life items, stationery, sports goods, and chemicals consumed during regular administrative operations.

49. (B) Fixed Assets Register — Form GFR 22
Under the General Financial Rules 2017, specific standardized forms are prescribed for maintaining asset registers. Fixed Assets, including furniture, plant, machinery, and institutional equipment, must be recorded systematically in Form GFR 22. This maintains accurate inventory records, tracks capital asset holdings, and facilitates annual physical verification across public institutions.

50. (C) Form GFR 23
Form GFR 23 is the statutory form prescribed under the General Financial Rules 2017 for maintaining the Stock Register for Consumable Stores. Administrative offices use this register to record receipts, issues, and running balances of consumable operational items such as office stationery, cleaning chemicals, printing paper, and sports supplies.

51. (A) Both A and R are true and R is the correct explanation of A
General Financial Rules mandate annual physical verification of all fixed assets across public institutions. Regular verification ensures stock records accurately reflect physical availability, detects unauthorized discrepancies or pilferage, identifies damaged items requiring maintenance,

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70. (A) HoD exercises higher financial powers, while HoO exercises delegated powers for routine day-to-day office administration.
Under Delegation of Financial Powers Rules, financial authority is hierarchically structured. A Head of Department exercises broader financial sanctioning authority across subordinate establishments, whereas a Head of Office holds specific financial powers delegated for managing routine day-to-day administrative operations, contingent office expenses, and localized maintenance tasks within sanctioned budget limits.

71. (C) Availability of budget allotment under relevant primary unit and formal sanction from competent authority.
Before incurring expenditure or creating financial liabilities, a Head of Office must ensure two fundamental prerequisites are satisfied: availability of adequate budget funds under the specific primary unit of appropriation and formal administrative and financial sanction issued by a competent authority authorized under delegated financial powers.

72. (B) Re-appropriation from Capital to Revenue head or to meet expenditure not sanctioned by Parliament.
Delegation of Financial Powers Rules explicitly prohibit certain budget transfers. Re-appropriating funds between Capital and Revenue heads, or allocating savings to cover services not authorized by Parliament, is strictly forbidden. Budget re-appropriations can only occur within approved voted grants according to defined rules and authorized administrative limits.

73. (A) Both A and R are true and R is the correct explanation of A
Incurring expenditure exceeding voted grants allocated by legislature represents a financial irregularity. Constitutional mandates under Articles 114 and 204 dictate that no funds can be withdrawn from the Consolidated Fund except through legal appropriations. Spending beyond parliamentary grants violates constitutional budget discipline and requires formal legislative excess grant regularization.

74. (B) 12 months from the date of issue (or until the end of the financial year, subject to budget rules)
Under General Financial Rules 2017, a financial sanction issued by a competent authority remains valid for twelve months from its date of issue, unless a specific validity period is explicitly defined in the sanction order or funds lapse at the close of the financial year under budget rules.

MCQGPT

75. (B) To evaluate internal controls, verify accounts, ensure rule compliance, and prevent errors/ frauds.
Internal audit serves as an executive control mechanism within financial management systems. Its primary objective is evaluating internal accounting controls, verifying financial transactions, ensuring compliance with financial rules, assessing administrative operational efficiency, and detecting procedural errors, irregularities, or potential frauds before statutory external audit reviews take place.

76. (B) Internal audit is an executive control tool, whereas CAG is an independent constitutional authority auditing for Legislature.
Internal audit functions as an administrative tool operating under executive management to review internal controls and accounting accuracy. Conversely, audit by the Comptroller and Auditor General of India is an independent constitutional mandate, conducting statutory external audit on behalf of Parliament to hold the executive accountable for public fund management.

77. (A) I, II and III only
Heads of Office must review inspection reports and furnish replies to settle audit observations within specified timelines. Maintaining an Audit Objection Broadsheet tracks pending paras systematically, while Departmental Audit Committees periodically review serious outstanding objections. Audit objections require formal resolution and cannot be ignored without compromising financial oversight.

78. (B) Submit case file to competent authority (HoD) with justification for Ex-post Facto Approval and Sanction.
When expenditure is incurred exceeding delegated financial limits, the administrative irregularity requires formal regularization. The Head of Office must submit the detailed case file to the competent authority holding required

sanctioning powers, providing comprehensive justification to request Ex-post Facto approval and financial sanction to settle the audit objection.

79. (C) Report loss immediately to higher authority and Principal Accountant General (Audit) per monetary limits.
Under Rules 33 and 34 of the General Financial Rules 2017, discovering loss of public money, revenue, or property due to fraud, theft, or negligence requires immediate preliminary reporting to higher administrative authorities and the Principal Accountant General (Audit), adhering to prescribed monetary reporting thresholds to ensure official investigation.

80. (B) Loss exceeding ₹50,000
Under the General Financial Rules 2017, fifty thousand rupees is the specified monetary threshold above which any loss of public money, property, or departmental revenue resulting from fraud, embezzlement, or negligence must be formally reported to the Head of Department and the Principal Accountant General (Audit) for investigation.

81. (A) Formal report must be lodged immediately with the Police (FIR) for investigation.
Rule 34 of the General Financial Rules 2017 mandates that whenever a loss of public money, stores, or property involves a suspected criminal offense such as theft, burglary, arson, or fraud, the Head of Office must immediately lodge a formal First Information Report with local police authorities for investigation.

82. (A) II → III → I → IV
Processing the write-off of a financial loss follows a structured administrative sequence. First, the loss is discovered and preliminary reports are submitted. Second, administrative inquiries and police investigations proceed. Third, an inquiry report establishes responsibility and systemic weaknesses. Finally, the competent authority issues formal write-off sanction within delegated powers.

83. (A) The loss must be due to accident or wear and tear, or recovery efforts failed and responsibility was fixed.
Before a competent authority sanctions writing off an irrecoverable financial loss, specific conditions must be met. The loss must result from unavoidable accident or normal wear and tear, or formal recovery efforts must have failed after completing administrative inquiries, fixing personal responsibility, and taking necessary disciplinary measures under financial rules.

84. (D) Terms of a contract must be precise, definite, and without ambiguity.
Rule 225 of the General Financial Rules 2017 outlines key principles of contract management. A primary principle dictates that contract terms must be precise, clear, definite, and free from ambiguity. This requirement ensures both contracting parties share a legal understanding, preventing future interpretation disputes, financial liabilities, or operational friction.

85. (B) To provide a structured, legally binding mechanism for settling contractual disputes out of court efficiently
Including a standard Dispute Resolution and Arbitration clause in government supply and work contracts is mandatory under financial rules. It provides a structured, legally binding mechanism to resolve contractual disputes efficiency outside traditional court litigation, minimizing legal expenses, avoiding prolonged operational delays, and protecting financial interests of both parties.

86. (B) Permissible in long-term contracts (e.g., >18 months) where raw material price fluctuations occur, linked to price indices.
Under Rule 225 of the General Financial Rules 2017, a Price Variation or Escalation Clause is permissible in long-term contracts exceeding eighteen months. This clause accommodates market price fluctuations in raw materials or labor, linking adjustments to recognized official price indices to maintain commercial fairness throughout extended contract performance.

87. (B) A pre-agreed sum recovered from contractor as penalty for delay in supply or project execution.
Liquidated Damages represent a pre-agreed financial compensation specified in contract terms, recoverable from a contractor for failing to deliver goods or complete works within agreed contractual timelines. This penalty compensates government authorities for administrative inconvenience and operational losses caused by contractor delays, without requiring proof of actual financial damage.

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88. (B) Terminate contract at contractor's risk/cost, forfeit security, and impose liquidated damages per contract terms.
When a supplier repeatedly fails to deliver goods within contractual timelines without valid justification, standard contract rules apply. Procuring authorities should terminate the contract at the contractor's risk and cost, forfeit performance security, impose liquidated damages for delay, and initiate debarment proceedings in accordance with General Financial Rules.

89. (D) Risk Purchase Clause — Provision allowing contractor to increase prices unilaterally after bid opening
A Risk Purchase Clause does not permit contractors to increase prices unilaterally. Instead, it empowers public buyers to procure non-delivered goods from alternative sources at the defaulting contractor's financial risk and expense upon contract breach. Other paired concepts, including Earnest Money Deposit, Performance Security, and Liquidated Damages, are accurately matched.

90. (B) To track fund flows in real-time, enable DBT, credit vendor accounts directly, and minimize administrative leakage.
Integrating the Public Financial Management System with government e-payment guidelines aims to modernize financial governance. PFMS tracks fund utilization in real-time across administrative levels, facilitates Direct Benefit Transfer payments to beneficiaries, credits vendor accounts directly via electronic bank transfers, and eliminates administrative leakages, improving financial transparency and operational efficiency.

91. (B) Through Direct Benefit Transfer (DBT) directly into verified bank accounts of students/ parents via PFMS platform
Modern financial management guidelines mandate disbursing government subsidies, educational allowances, and scholarship grants through Direct Benefit Transfer. Utilizing the Public Financial Management System platform, financial benefits are transferred directly into verified bank accounts of eligible students or parents, eliminating cash handling, reducing administrative overhead, and ensuring leakproof delivery.

92. (B) Through digitally signed e-bills submitted online via the PFMS / e-Bill portal
Digital transaction guidelines under General Financial Rules 2017 require Drawing and Disbursing Officers to prepare and submit government expenditure bills electronically. Payment claims are generated as digitally signed e-bills and processed online through the Public Financial Management System or e-Bill portal, ensuring streamlined workflow, digital audit trails, and faster settlement.

93. (B) Safe custody of DSC tokens, mandatory two-factor authorization, and strict compliance with maker-checker controls
Secure management of digital transactions in government offices requires strict adherence to cyber security controls. Key safeguards include maintaining physical custody of Digital Signature Certificate tokens, enforcing mandatory two-factor authorization, keeping credentials confidential, and implementing maker-checker segregation of duties during online bill generation, authorization, and financial processing.

94. (A) I → II → III → IV
Preparing and processing Departmental Budget Estimates follows a sequential workflow. First, Heads of Office estimate revenue and expenditure requirements. Second, departmental directorates compile and scrutinize estimates. Third, consolidated estimates are submitted to the Finance Department for integration into the Budget. Finally, the legislature scrutinizes and votes on demands.

95. (B) A mid-year assessment of budget needs for current year considering past actuals and remaining needs.
In budget terminology under General Financial Rules, Revised Estimates represent a mid-year re-assessment of financial requirements for the current financial year. Taking into account actual expenditure trends during initial months and realistic anticipated needs for remaining months, Revised Estimates adjust original budget allocations without granting formal legal authority to spend.

96. (C) Expenditure Control Register (Form GFR 8 / GAR)
To track progressive expenditure against sanctioned budget allocations, Drawing and Disbursing Officers are required to maintain an

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publicity, procurement transparency, and equal opportunity for bidders.

149. (C) Initiate purchase via LPC (Rule 155) or GeM, record stock in Form GFR 23, and submit bill to DDO/PAO.
Upon receiving sanction to procure lab consumables, a Head of Office must follow standard procurement rules. For values between twenty-five thousand and two lakh fifty thousand rupees, procurement must proceed through the Government e-Marketplace or Local Purchase Committee, recording received items in Form GFR 23 before submitting bills to PAO.

150. (B) Ensuring financial propriety, economy, efficiency, transparency, and accountability in managing public funds.
The core operational philosophy of General Financial Rules 2017 centers on establishing framework standards for public financial management. These rules promote strict financial propriety, administrative economy, operational efficiency, public transparency, and institutional accountability across all government organizations and administrative establishments, ensuring every rupee of public money is spent effectively.

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MCQGPT

105. (B) Physical inspection, counting, and verification against invoice specs by a designated responsible officer.
Upon receiving equipment or stores in an institutional store room, a responsible designated officer must physically inspect, count, and verify delivered goods against invoice specifications and purchase orders. Formal stock entries in stock registers can only be recorded after confirming correct quantities, quality compliance, and absence of damage.

106. (B) Date of issue, quantity issued, signature/ acknowledgement of receiving staff member, and balance stock remaining
In Form GFR 23, the Consumable Store Register tracks ongoing inventory movements. When issuing operational supplies such as stationery, cleaning materials, or teaching supplies to departments, storekeepers must systematically record issue dates, quantities issued, signatures of receiving staff members, and updated remaining balance stock to maintain complete store accountability.

107. (C) Consumable / Non-durable Store Register (Form GFR 23) under sports inventory, tracking issue and wear-and-tear balance
Sports items such as footballs and cricket bats are subject to regular operational wear and tear and short functional lifespans. Consequently, stock rules require recording these items in the Consumable or Non-durable Store Register in Form GFR 23, tracking distribution to students, consumption, and residual balances rather than fixed asset registers.

108. (B) Submit write-off proposal based on inspection report and record formal write-off entry in stock register.
Removing unserviceable consumable items, such as worn-out sports gear or exhausted laboratory chemicals, requires formal procedures. The custodian must prepare an inspection report detailing items, obtain formal write-off sanction from competent authorities within delegated powers, and record official write-off entries in stock registers to adjust active inventory balances.

109. (A) TAN deals with minor procedural flaws settled locally, while Audit Para covers major irregularities needing formal reply.
In government audit terminology, a Test Audit Note addresses minor procedural lapses, routine accounting errors, or administrative oversights settled locally through administrative rectifications. Conversely, an Audit Paragraph represents a serious audit objection highlighting significant financial irregularities, non-compliance, or losses, requiring formal explanatory replies and monitoring by departmental committees.

110. (C) To track monthly recoveries, balances, and reconciliation of employee advances (e.g., Festival, TA, Computer).
A Broadsheet for Advances is an accounting control ledger maintained in administrative offices. It tracks monthly financial recoveries, individual outstanding balances, and overall reconciliation of interest-bearing and interest-free advances granted to government employees, such as computer advances, festival advances, and travelling allowance advances, ensuring systematic recovery through monthly payrolls.

111. (B) Persons/firms facing vigilance or corruption proceedings may be disqualified from tenders or evaluation committees.
Vigilance clearance directly impacts administrative integrity and public procurement decisions. Officers or contractors facing active vigilance inquiries, disciplinary proceedings, or corruption charges are disqualified from serving on tender evaluation committees, sanctioning public expenditure, or participating in government procurement contracts, safeguarding public funds from potential conflicts of interest and misconduct.

112. (B) Any bidder from such a country must be registered with the Competent Authority (DPIIT) to be eligible to bid in public procurement.
Under Rule 144(xi) of the General Financial Rules 2017, restrictions apply to public procurement bidders from countries sharing a land border with India. Bidders from such nations are eligible to participate in public procurement tenders only if registered with the competent authority, specifically the Department for Promotion of Industry and Internal Trade.

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113. (D) They are allowed to supply a portion (up to 25%) of total requirement by bringing down their price to L1 price.
Public Procurement Policy for Micro and Small Enterprises provides price preference mechanisms. When a participating MSE quotes within a price band of L1 plus fifteen percent where L1 is a non-MSE bidder, the MSE is permitted to match the L1 price, allowing it to supply up to twenty-five percent of total tender requirements.

114. (B) Domestic value added in India (total item value excluding indirect taxes minus imported content value).
Under the Public Procurement Preference to Make in India Order, Local Content refers to the proportion of value added domestically in India. It is calculated by taking the total value of the procured item, excluding net domestic indirect taxes, and subtracting the value of imported components, materials, and services incorporated into the item.

115. (B) Proprietary Article Certificate (PAC)
When procuring specialized equipment or proprietary software available exclusively from a single manufacturer, standard competitive procurement rules allow Single Tender Enquiry under Rule 166. The purchasing authority must execute a formal Proprietary Article Certificate, certifying that no alternative brand meets technical requirements and the selected firm is the sole manufacturer.

116. (A) "Certified that goods purchased are of requisite quality and specs, from a reliable supplier at reasonable price."
Rule 154 of the General Financial Rules 2017 permits direct purchase of goods costing up to twenty-five thousand rupees without inviting quotations. The purchasing officer must endorse a mandatory certificate on the bill, stating that goods purchased are of requisite quality, meet specifications, and were procured from a reliable supplier at reasonable market rates.

117. (A) "Jointly certified that recommended goods meet specs and quality, prices are reasonable, and supplier is reliable."
Under Rule 155 of the General Financial Rules 2017, purchasing goods valued between twenty-five thousand and two lakh fifty thousand rupees requires a Local Purchase Committee. Members must jointly sign a statutory certificate on purchase proposals, confirming that recommended goods meet required quality specifications, prices are fair, and the selected vendor is reliable.

118. (B) Unverified service records and missing leave accounts causing overpayment.
Service Book maintenance is closely scrutinized during financial audits. Unverified service periods, missing leave account entries, and uncertified pay fixations directly attract adverse audit remarks. Such record-keeping omissions create risk of erroneous pay calculations, unauthorized leave grants, and financial overpayments that must be recovered during retirement settlement processing.

119. (D) Disciplinary action under CCS Rules, criminal prosecution, and recovery under GFR.
If a Drawing and Disbursing Officer intentionally approves fraudulent contingent bills resulting in financial loss to the government, severe legal consequences follow. The officer faces formal disciplinary proceedings under Central Civil Services Rules, potential criminal prosecution under anti-corruption laws, and recovery proceedings under General Financial Rules to recoup lost public funds.

120. (B) Incurring expenditure within delegated ceilings under Object Head supported by valid sub-vouchers.
Expenditure incurred on official hospitality, official functions, and meetings is governed by contingent expense rules under General Financial Rules. Compliance requires incurring expenditure strictly within delegated financial sanction ceilings under appropriate Object Heads, ensuring every financial claim is supported by genuine sub-vouchers and sanctioned by competent authorities.

121. (A) On or before the 30th day after the award of the contract
Under Rule 170 of the General Financial Rules 2017, Earnest Money Deposit or Bid Security submitted by unsuccessful bidders must be returned to them at the earliest. The rule mandates that Bid Security be refunded on or before the thirtieth day after the final award of the contract to the successful bidder.

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122. (A) Account Payee Demand Draft, Fixed Deposit Receipt (FDR) from a Commercial Bank, or Bank Guarantee
Rule 171 of the General Financial Rules 2017 governs Performance Security deposits. Successful contractors can submit Performance Security through recognized financial instruments, including Account Payee Demand Drafts, Fixed Deposit Receipts from scheduled commercial banks, or Bank Guarantees, securing performance obligations and protecting government interests throughout contract execution.

123. (B) Advance payment should not exceed 25%-30% of contract value against adequate security like Bank Guarantee.
Rule 172 of the General Financial Rules 2017 regulates advance payments to private suppliers. Making advance payments prior to work completion is generally discouraged, but where necessary, advance payments to private firms should not exceed twenty-five to thirty percent of contract value, secured against equivalent Bank Guarantees to mitigate financial risk.

124. (A) Up to 100% of the estimated cost or staged progress payments as per project terms and agreement
Under General Financial Rules 2017, advance payments made to government agencies or statutory autonomous bodies executing public works or services are subject to flexible terms. Depending on project terms and operational agreements, advance releases can be sanctioned up to one hundred percent of estimated costs or structured as staged progress payments.

125. (B) To tie disbursements to verified completion of predefined physical project milestones.
Milestone-Based Stage Payments are incorporated into long-term work and supply contracts to link financial disbursements directly to verified physical progress. Rather than releasing advance payments, public funds are disbursed only after designated technical milestones are formally inspected and certified, minimizing financial risk and incentivizing timely project completion.

126. (B) Trading in old equipment to adjust its value as a discount on new equipment purchase price.
Rule 176 of the General Financial Rules 2017 governs Buy-Back Offer schemes. Under this procurement mechanism, procuring entities trade in old, obsolete equipment to the successful bidder, adjusting the residual value of old items as a financial discount against the purchase price of new replacement equipment, maximizing resource efficiency.

127. (A) CMC cost should be evaluated alongside initial purchase cost to determine total cost of ownership.
Rule 169 of the General Financial Rules 2017 requires evaluating Comprehensive Maintenance Contracts alongside initial capital costs. When procuring sophisticated equipment, administrative authorities must evaluate long-term maintenance expenses together with equipment purchase prices to calculate total cost of ownership, ensuring cost-effective procurement over operational asset lifespans.

128. (A) Issue tender on GeM/CPPP, invite two-bid proposals, evaluate, demand performance security, and sign formal contract.
Standard procedures for outsourcing non-consulting services exceeding ten lakh rupees require formal tender processes. Administrative authorities must publish tender enquiries on the Government e-Marketplace or Central Public Procurement Portal, invite two-bid technical and financial proposals, evaluate submissions transparently, collect performance security, and execute formal written contract agreements.

129. (B) Relevant Government Receipt Revenue Head / Account of the Government
Financial accounting rules mandate that all public collections, including application fees, tender document costs, and administrative fees, must be credited directly to the designated Government Receipt Revenue Head. Depositing public receipts into private accounts or unauthorized welfare funds is strictly prohibited, ensuring all state revenues are accounted for in public accounts.

130. (A) Lodge FIR with Police, submit formal Loss Report to Higher Authority and PAO, and initiate departmental inquiry.
When public cash is stolen from an office safe, the Head of Office must immediately initiate dual administrative and legal actions. The officer must lodge a First Information Report with local police, submit a formal Loss Report to higher authorities and the Pay and Accounts Office, and order an internal departmental inquiry.

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131. (A) Comptroller and Auditor General of India (CAG)
Rule 236 of the General Financial Rules 2017 empowers the Comptroller and Auditor General of India to audit accounts of non-government bodies or autonomous institutions receiving recurring Grants-in-Aid of ten million rupees or more annually from central or state governments, safeguarding public funds through independent constitutional financial oversight.

132. (C) Utilization Certificate for Autonomous Bodies of the Department
Form GFR 12-C is the statutory form prescribed under the General Financial Rules 2017 for submitting Utilization Certificates specifically by autonomous bodies under government departments. This certificate confirms that grants released by government were utilized for approved purposes and in accordance with terms specified in financial sanction orders.

133. (A) Theft requires investigation and responsibility fixing before write-off, while wear and tear is routine condemnation.
When processing write-offs for irrecoverable store losses, financial rules distinguish between criminal loss and physical depreciation. Losses due to theft or fraud require mandatory police reports, formal administrative inquiries, and responsibility fixing before write-off sanction. Conversely, fair wear and tear represents normal physical asset depreciation managed through routine Survey Committee condemnation.

134. (A) Register of Valuables / Security Deposit Register
Government offices must maintain a Register of Valuables or Security Deposit Register to track valuable financial instruments received from contractors, such as Bank Guarantees, Fixed Deposit Receipts, and Earnest Money Deposits. The register records instrument numbers, issue dates, monetary values, validity periods, and safe custody tracking to prevent financial lapses.

135. (B) Public money should be spent to directly benefit specific influential individuals.
Rule 21 of the General Financial Rules 2017 defines Canons of Financial Propriety. Spending public funds for the direct benefit of specific individuals or favored community sections is explicitly forbidden. Expenditure must be incurred strictly for public benefit, must not exceed what occasions demand, and must never yield personal advantage to sanctioning authorities.

136. (A) Principle of ensuring broad-based competition, transparency, and non-discriminatory technical specifications
Rule 144 of the General Financial Rules 2017 mandates that public procurement specifications must be generic, broad-based, objective, and non-restrictive. Restricting technical specifications to proprietary codes favoring a single vendor violates core public buying principles, including ensuring transparent competition, equal opportunity, and non-discriminatory access for all potential qualified manufacturers.

137. (A) An online auction where sellers bid progressively LOWER prices during a set timeframe.
On the Government e-Marketplace portal, a Reverse Auction is an automated online competitive bidding feature. Unlike traditional auctions where prices increase, participating registered sellers submit progressively lower financial quotes during a specified timeframe, enabling public buyers to secure competitive procurement rates through transparent digital dynamic pricing.

138. (A) Major Head → Minor Head → Sub-Head → Detailed Head → Object Head (Primary Unit of Appropriation)
Government budget accounting follows a standardized hierarchical classification structure. Expenditure is categorized sequentially under Major Head representing functions, Minor Head representing programs, Sub-Head representing schemes, Detailed Head representing sub-schemes, and Object Head representing the primary unit of appropriation defining specific itemized expenses like salaries or office supplies.

139. (B) All anticipated savings must be surrendered immediately upon identification before year-end.
Financial management rules dictate that Drawing and Disbursing Officers must continuously monitor budget expenditure and surrender anticipated savings immediately upon identification. Unspent allocations cannot be held in suspension accounts or spent recklessly at year-end, ensuring surplus funds are surrendered to the Finance Department before the close of the financial year.

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140. (B) A statement reconciling cash book bank column balance with Treasury/Bank Passbook balance.
A Bank Reconciliation Statement is an essential accounting record prepared periodically by Drawing and Disbursing Officers. It reconciles financial balances shown in the Cash Book bank column with active balances recorded in Treasury or Bank Passbooks, identifying unpresented cheques, timing differences, or accounting errors to ensure financial record accuracy.

141. (B) Process single bid if specs were non-restrictive, price is reasonable, and re-tendering won't yield better competition.
When only a single bid is received in response to an open Advertised Tender Enquiry, automatic cancellation is not required. Under General Financial Rules, the single bid may be processed if technical specifications were non-restrictive, bidding publicity was adequate, quoted prices are fair and reasonable, and re-tendering would not yield increased competition.

142. (A) In proprietary cases or extreme urgency where standard channels cannot operate.
Procuring goods through direct negotiation is an exceptional procedure under General Financial Rules. It is permissible only under specific conditions, such as proprietary procurement where a single manufacturer holds exclusive rights, or during catastrophic emergency situations where standard competitive bidding delays would severely compromise public safety or operational continuity.

143. (C) Maintained under Library Accession Registers and verified under separate rules distinct from plant/machinery.
Under Rules 207 and 215 of the General Financial Rules 2017, library books are distinguished from routine consumable stores and general plant or machinery. Books are accessioned systematically in separate Library Accession Registers and are subject to specific physical verification, inventory tracking, and loss write-off rules tailored to library management.

144. (A) Disposal must be via registered e-waste recyclers/dismantlers authorized under E-Waste Rules.
Disposing of condemned electronic waste, including obsolete computers, monitors, and printers, is strictly regulated under General Financial Rules 2017. Public institutions cannot dispose of e-waste through open trash dumping or unauthorized scrap dealers; disposal must be executed exclusively through registered e-waste recyclers or dismantlers authorized under statutory E-Waste Management Rules.

145. (B) Statement of performance and annual accounts for autonomous bodies receiving Grants-in-Aid
Form GFR 12-B is a standardized financial reporting statement prescribed under General Financial Rules. Autonomous bodies receiving recurring Grants-in-Aid use this form to present their annual accounts, financial statements, and performance achievements to sanctioning authorities, facilitating administrative oversight and evaluation of grant utilization and project outcomes.

146. (A) Audit examination of claims, bills, and vouchers conducted BEFORE payment is actually disbursed by PAO/Treasury
Pre-Audit represents a preventive financial control mechanism in government accounting. It involves conducting a thorough audit examination of payment claims, bills, sub-vouchers, and financial sanctions before actual cash disbursement or electronic payment release by the Pay and Accounts Office or Treasury, ensuring complete rule compliance prior to fund settlement.

147. (C) Permanent Advance / Imprest Register
Form GAR 32 is the prescribed accounting register used by administrative offices to maintain records of Permanent Advance or Imprest accounts. The register systematically logs sanctioned imprest amounts, individual petty expenditure payments, supporting sub-vouchers, recoupment bills submitted to treasury, and running cash balances held by designated custodians.

148. (D) A mandatory online portal for publishing tender enquiries, bid documents, and award details transparently.
The Central Public Procurement Portal is an online platform established by the Government of India to standardize public procurement. General Financial Rules mandate publishing tender enquiries, bidding documents, corrigenda, technical evaluation results, and final contract award details on the portal, ensuring maximum

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9. Under the Old Pension Scheme (OPS), pension is classified as which type of financial benefit scheme?
(A) Defined Contribution Scheme
(B) Hybrid Equity Scheme
(C) Market-linked Annuity Scheme
(D) Defined Benefit Scheme

10. Under OPS, what percentage of the last pay drawn (or average emoluments of last 10 months, whichever is beneficial) is granted as basic pension upon completing full qualifying service?
(A) 33%
(B) 40%
(C) 50%
(D) 60%

11. Which of the following statements is correct regarding Dearness Relief (DR) under the Old Pension Scheme (OPS)?
(A) Fixed permanently at a static rate of ten percent per annum.
(B) Revised bi-annually in line with Dearness Allowance rates.
(C) Funded through dedicated employee equity investment portfolios.
(D) Payable exclusively to eligible pensioners up to sixty-five years.

12. Consider the following features of the Old Pension Scheme (OPS):
I. Pension liability is fully borne by the Government exchequer.
II. Employees are required to contribute 10% of basic pay monthly towards the pension fund.
III. Pensioners are eligible for bi-annual Dearness Relief adjustments.
IV. Family pension benefits are available to eligible family members upon the death of the pensioner.
Which of the statement(s) given above is/are correct?
(A) I and II only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

13. Under the Old Pension Scheme, what is the minimum qualifying service required to become eligible for superannuation pension?
(A) 5 years
(B) 10 years
(C) 15 years
(D) 20 years

14. Under the Old Pension Scheme, what is the maximum monthly pension payable subject to the highest pay scale in Government service under 7th CPC (Rs. 2,50,000/-)?
(A) Rs. 1,00,000/-
(B) Rs. 1,25,000/-
(C) Rs. 1,50,000/-
(D) Rs. 2,00,000/-

15. A Vice-Principal covered under OPS retired on superannuation after 28 years of qualifying service. His last basic pay was Rs. 80,000/- per month. As per 7th CPC pension rules, what will be his basic monthly pension?
(A) Rs. 33,939/-
(B) Rs. 40,000/-
(C) Rs. 32,000/-
(D) Rs. 26,400/-

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16. The National Pension System (NPS) was made mandatory for all new entrants to Central Government service (except Armed Forces) joining on or after which date?
(A) 1st April 2003
(B) 1st January 2004
(C) 1st April 2005
(D) 1st January 2006

17. Which statutory regulatory authority regulates and administers the National Pension System in India?
(A) Reserve Bank of India (RBI)
(B) Pension Fund Regulatory and Development Authority (PFRDA)
(C) Securities and Exchange Board of India (SEBI)
(D) Insurance Regulatory and Development Authority of India (IRDAI)

18. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The National Pension System (NPS) is a defined contribution pension system based on individual pension accounts.
Reason (R): Under NPS, the ultimate retirement benefit depends on the accumulated contributions and investment returns generated by pension funds.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A

CHAPTER 17

CCS Pension Rules, 2021 and NPS

MCQGPT

1. The Central Civil Services (Pension) Rules, 2021 came into force replacing the Central Civil Services (Pension) Rules of which year?
(A) 1965
(B) 1972
(C) 1981
(D) 1996

2. Under the CCS (Pension) Rules, 2021, which authority is designated as the Head of Office responsible for processing the pension papers of a retiring Government servant in a Government school?
(A) Pay and Accounts Officer
(B) Director of Education
(C) Controller General of Accounts
(D) Principal / Head of School

3. Which of the following categories of employees is covered under the CCS (Pension) Rules, 2021?
(A) Government servants appointed on or before 31st December 2003
(B) Persons appointed on contract basis
(C) Persons paid from contingencies
(D) Casual labourers with temporary status

4. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The CCS (Pension) Rules, 2021 streamlined the procedure for sanctioning provisional pension in cases where departmental proceedings are pending against a retiring employee.
Reason (R): Under Rule 8 of CCS (Pension) Rules 2021, the President reserves the right to withhold or withdraw pension if the pensioner is found guilty of grave misconduct or negligence in departmental or judicial proceedings.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

5. Under the CCS (Pension) Rules, 2021, what is the timeline before the date of superannuation within which the process of preparation of pension papers must be initiated by the Head of Office?
(A) 24 months
(B) 15 months
(C) 12 months
(D) 6 months

6. Which rule of the CCS (Pension) Rules, 2021 deals with the power of the President to withhold or withdraw pension?
(A) Rule 5
(B) Rule 8
(C) Rule 12
(D) Rule 19

7. Consider the following statements regarding the application of CCS (Pension) Rules, 2021:
I. They apply to all Central Government civilian employees appointed on or after 1st January 2004 without exception.
II. They govern the grant of invalid pension and extraordinary pension in specific circumstances to covered employees.
III. They apply to Railway servants and members of the All India Services under their own dedicated pension frameworks.
Which of the statement(s) given above is/are correct?
(A) II only
(B) I and II only
(C) II and III only
(D) I, II and III

8. Under the CCS (Pension) Rules, 2021, who is competent to sanction commercial employment after retirement within one year of superannuation for Group 'A' officers?
(A) Head of Department
(B) Central Vigilance Commission
(C) Central Government
(D) Union Public Service Commission

Expenditure Control Register. This statutory register records every bill drawn under specific primary units of appropriation, allowing continuous monitoring of available balances and preventing unauthorized over-spending beyond allocated budget grants.

97. (B) To obtain grant for essential expenditure pending budget discussion and passing of Appropriation Bill.
A Vote on Account is a constitutional provision enabling government to draw funds from the Consolidated Fund of India to cover essential operational expenditure for a fraction of the upcoming financial year. It provides interim financial authorization pending detailed legislative discussion, voting on demands for grants, and enactment of the main Appropriation Bill.

98. (B) Unspent money cannot be drawn and stored in bank accounts merely to avoid grant lapsing ("March Rush" prohibition).
Financial rules dictate that unspent budget allocations lapse at the close of the financial year on March 31st. Drawing government funds from treasuries to store in commercial bank accounts simply to prevent allocations from lapsing is strictly prohibited under financial regulations, preventing rushed, unvouched year-end expenditures known as March Rush.

99. (D) Ensuring that every payment made is supported by valid, genuine vouchers and correctly classified under approved budget heads
A Drawing and Disbursing Officer bears primary personal responsibility for financial regularity. Core duties include verifying that every payment claim is supported by valid, genuine sub-vouchers, ensuring financial sanctions are issued by competent authorities, confirming availability of budget funds, and correctly classifying expenditures under approved accounting budget heads.

100. (B) All cash receipts and disbursements must be recorded in the Cash Book daily on transaction date and attested by DDO/HoO.
Accounting rules govern cash book maintenance in government offices. Every cash receipt and financial disbursement must be recorded in the official Cash Book on the actual date of transaction. Entries must be verified and individually attested by the Drawing and Disbursing Officer daily, ensuring complete, accurate, and real-time financial records.

101. (A) At the end of every month (or daily), recording a signed certificate of verification of physical cash balance.
Financial rules mandate that the Head of Office or authorized officer must physically count cash holdings in the office safe at the end of every month or daily. The officer must verify physical balances against the Cash Book and record a signed certificate of physical cash verification, documenting agreement or discrepancies.

102. (B) To record progressive contingent expenditures, bill numbers, sub-vouchers, and treasury drawals.
The Contingent Register in Form GAR 14 is maintained by Drawing and Disbursing Officers to record contingent operational expenses systematically. It tracks details of sub-vouchers, contingent bill numbers, dates of submission to treasury, disbursed amounts, and progressive totals under each primary unit of appropriation, maintaining accurate financial controls over office contingencies.

103. (A) To track bills prepared and submitted to PAO, including bill number, date, amount, nature of claim, and status.
A Bill Register is maintained by Drawing and Disbursing Officers to record every financial bill prepared and submitted to the Pay and Accounts Office or Treasury. The register logs sequential bill numbers, dates, monetary amounts, expense descriptions, and payment statuses, providing a comprehensive tracking system for departmental financial disbursements.

104. (C) Cash and unused cheque books must be kept in a double-lock safe, key held by DDO/cashier.
Rules governing safe custody of public money dictate that government cash balances and unused cheque books must be secured inside a heavy double-lock safe or cash chest. Keys to distinct locks must remain in personal custody of separate designated officials, such as the Drawing Officer and cashier, preventing unauthorized access.

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(C) A is true but R is false
(D) A is false but R is true

19. What is the unique 12-digit number allotted to every subscriber enrolled under the National Pension System?
(A) Permanent Retirement Account Number (PRAN)
(B) Universal Account Number (UAN)
(C) Government Pension Identification Number (GPIN)
(D) Unique Subscriber Account Code (USAC)

20. Which entity acts as the central record-keeping agency (CRA) providing core infrastructure for NPS accounting and record maintenance?
(A) Reserve Bank of India Treasury Division
(B) State Bank of India Central Accounts Office
(C) NSDL e-Governance / Protean
(D) Life Insurance Corporation of India Pension Division

21. Under NPS, who manages the accumulated funds invested by Central Government employees?
(A) PFRDA-registered Pension Fund Managers
(B) Central Treasury under the Ministry of Finance
(C) Office of the Controller General of Accounts
(D) State Directorate of Education Pension Trust

22. NPS architecture works on an unbundled structural model. Which entity holds the financial assets/securities of NPS subscribers?
(A) Central Recordkeeping Agency (CRA)
(B) NPS Trust
(C) Trustee Bank
(D) Custodian

23. Which of the following represents a fundamental structural difference between the Old Pension Scheme (OPS) and the National Pension System (NPS)?
(A) OPS is market-linked while NPS is an unfunded pay-as-you-go pension system.
(B) OPS is a defined benefit scheme; NPS is a defined contribution scheme.
(C) OPS requires mandatory monthly employee deduction; NPS requires zero contribution.
(D) OPS is regulated by PFRDA; NPS is governed solely under CCS Pension Rules.

24. Regarding inflation indexation, how do OPS and NPS differ in their benefit adjustments post-retirement?
(A) NPS annuity increases automatically by CPI every quarter; OPS basic pension remains permanently static post-retirement.
(B) Both OPS and NPS pensions increase automatically by a fixed rate of five percent every financial year across all cadres.
(C) OPS pension is indexed via Dearness Relief; NPS payout depends on annuity chosen.
(D) OPS pension depends on stock market equity performance; NPS annuity depends strictly on government DA announcements.

MCQGPT

25. Consider the following statements contrasting OPS and NPS:
I. OPS does not require any mandatory monthly salary deduction from employees for pension corpus.
II. NPS subscriber possesses an individual Portable PRAN account that remains active across transfers and job changes.
III. Under OPS, the financial risk of longevity and market fluctuations is borne entirely by the Government.
Which of the statement(s) given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

26. In terms of pension fund corpus administration, how is NPS distinct from OPS?
(A) NPS uses individual accounts; OPS is funded from current government revenues.
(B) OPS funds are invested in international equity markets while NPS remains an unfunded system.
(C) OPS operates through individual PRAN accounts while NPS operates through GPF savings accounts.
(D) NPS prohibits any annuity purchase while OPS mandates full hundred percent annuity purchase.

27. Under OPS, General Provident Fund (GPF) facility is available. Under NPS, what serves as the voluntary withdrawable account alongside the pension account?
(A) Tier I Account
(B) Tier II Account
(C) Public Provident Fund
(D) Special Deposit Scheme Account

81. What formula is used to calculate the lump sum commuted value of pension?
(A) Commuted Value = Basic Pension × 10 × Total Age in years
(B) Commuted Value = Portion Commuted × 12 × Commutation Factor
(C) Commuted Value = Last Pay Drawn × Total Qualifying Service in half-years / 2
(D) Commuted Value = 50% of Pension × 15 × Applicable Dearness Allowance Rate

82. From which date does the reduction in monthly pension on account of commutation become effective?
(A) Date of retirement of the employee from service
(B) Date of formal submission of commutation application
(C) First day of the financial year immediately following retirement date
(D) Date of credit of commuted lump sum into pensioner's bank account

83. If a pensioner who commuted 40% of his pension dies before the completion of 15 years, what happens to the commuted portion recovery from Family Pension?
(A) Family pension is paid without deduction for commuted portion.
(B) The balance commuted amount is recovered from the family pension paid to spouse.
(C) Family pension rate is permanently reduced by forty percent across all years.
(D) The legal heirs must deposit the remaining balance into government treasury.

84. A Principal retires at the age of 60 years on 31st March. His basic pension is Rs. 50,000/- per month. He opts to commute maximum permissible 40% pension. What will be his reduced basic pension per month after commutation?
(A) Rs. 20,000/-
(B) Rs. 30,000/-
(C) Rs. 35,000/-
(D) Rs. 25,000/-

85. Under CCS (Pension) Rules, 2021, what is the normal rate of Family Pension payable to an eligible family member?
(A) 20% of last pay drawn
(B) 30% of last pay drawn
(C) 40% of last pay drawn
(D) 50% of last pay drawn

86. What is the enhanced rate of Family Pension under CCS (Pension) Rules, 2021?
(A) 40% of last pay drawn
(B) 50% of last pay drawn
(C) 60% of last pay drawn
(D) 75% of last pay drawn

87. Under current rules, for how long is Enhanced Family Pension payable in case of death of a serving employee or pensioner?
(A) 5 years or until attaining the age of 65 years
(B) 7 years or until attaining the age of 65 years
(C) 10 years without age restriction
(D) Lifetime of the spouse without any monthly reduction

88. Consider the following provisions regarding eligibility for Family Pension under CCS (Pension) Rules, 2021:
I. Spouse of the deceased employee/pensioner is eligible until death or remarriage (subject to specific relaxation for childless widows).
II. Unmarried/widowed/divorced daughters are eligible up to attaining age of 25 years only under all conditions.
III. Dependent parents are eligible if deceased employee left behind no eligible spouse or child.
IV. Mentally or physically disabled children are eligible for family pension for life subject to income criteria.
Which of the statement(s) given above is/are correct?
(A) I and II only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

89. What is the maximum age limit for an unmarried son (not suffering from disability) to receive Family Pension?
(A) 18 years of age under all statutory conditions
(B) 21 years of age under all statutory conditions
(C) 25 years or until married/earning livelihood
(D) 30 years of age under all statutory conditions

90. What is the income ceiling condition for dependent family members (other than spouse) to be considered 'dependent' for Family Pension?
(A) Monthly income not exceeding Minimum Family Pension plus DR
(B) Monthly income not exceeding Rs. 3,500/- plus Dearness Relief
(C) Monthly income not exceeding a fixed ceiling

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35. Can a Central Government employee covered under NPS choose a private Pension Fund Manager and investment pattern for Tier I account?
(A) Yes, subscribers can choose PFMs and investment patterns within PFRDA limits.
(B) No, Central Government employees must remain strictly enrolled in default Government schemes throughout service.
(C) Yes, but such investment choice flexibility is allowed only after completing twenty-five years of service.
(D) No, investment patterns and PFM choices are decided solely by the administrative Head of School.

36. Tax deduction benefits under Section 80CCD(1B) of the Income Tax Act up to Rs. 50,000/- per annum (over and above Rs. 1.5 Lakh limit under 80C) are available for investment in:
(A) NPS Tier II Account only
(B) General Provident Fund only
(C) NPS Tier I Account
(D) Fixed Deposits in Post Office

37. Which of the following features is NOT applicable to NPS Tier I account?
(A) Unrestricted day-to-day withdrawal facility without reason.
(B) Portable across jobs and locations throughout India.
(C) Mandatory tax-efficient retirement accumulation vehicle.
(D) Generation of unique Permanent Retirement Account Number (PRAN).

38. What is the fundamental nature of an NPS Tier II account?
(A) Mandatory pension account with a statutory fifteen-year lock-in period.
(B) Account operated exclusively by the Pay and Accounts Officer for school contingencies.
(C) Tax-free gratuity accumulation account maintained under government oversight.
(D) Voluntary, withdrawable account available to Tier I account holders.

39. To open an NPS Tier II account, what is a mandatory pre-requisite?
(A) Minimum 10 years of government service.
(B) An active NPS Tier I account (PRAN).
(C) Permission from the Ministry of Finance.
(D) A GPF account balance exceeding Rs. 1 Lakh.

40. Is there any restriction or penalty on the frequency of withdrawals from an NPS Tier II account?
(A) A maximum of two withdrawals is permitted within a single calendar year period.
(B) Partial or full withdrawals are permitted exclusively after attaining fifty years of age.
(C) No limit; funds can be withdrawn anytime without restriction.
(D) All withdrawals attract a fixed mandatory statutory penalty of ten percent of corpus.

41. Are employer contributions deposited into a Central Government employee's NPS Tier II account?
(A) Yes, employer matches ten percent contribution in Tier II account as well.
(B) Yes, employer mandatorily contributes fourteen percent into Tier II account.
(C) Yes, provided the contribution is formally approved by the Head of Department.
(D) No, employer contribution is limited to Tier I only.

MCQGPT

42. Consider the following statements regarding NPS Tier II account for Central Government employees:
I. It offers high liquidity as the subscriber can withdraw money at any time.
II. A specific tax-saving Tier II account variant with 3-year lock-in is available for Central Government employees under Section 80C.
III. Maintenance of Tier II account is mandatory for all NPS subscribers.
Which of the statement(s) given above is/are correct?
(A) I only
(B) I and II only
(C) II and III only
(D) I, II and III

43. What is the minimum initial contribution required to activate an NPS Tier II account under standard PFRDA norms?
(A) Rs. 100/-
(B) Rs. 1,000/-
(C) Rs. 5,000/-
(D) Rs. 10,000/-

44. How does the investment choice operation in NPS Tier II differ from Tier I?
(A) Tier II accounts are statutorily prohibited from investing in equity markets under any circumstance.

28. A post-2004 appointed PGT teacher in a Delhi Government school is transferred to another government department on deputation. How is his pension scheme administration affected during deputation under NPS?
(A) His PRAN is permanently closed and a fresh PRAN must be issued immediately by the target department.
(B) His PRAN remains unchanged and contributions continue through the new DDO.
(C) He is automatically reverted from NPS coverage to the Old Pension Scheme throughout the deputation tenure.
(D) NPS contributions are temporarily suspended during deputation and resumed only upon returning to parent cadre.

29. Under OPS, family pension is paid directly from government revenues. How is family pension granted in case of death of an NPS employee in service, as per Central Government options?
(A) Family can opt for family pension under CCS Rules (transferring PRAN corpus) or retain NPS benefits.
(B) Family receives strictly ten percent of the accumulated PRAN corpus and remains ineligible for any monthly pension.
(C) The National Pension System framework completely debars payment of family pension under any statutory circumstances.
(D) Family automatically receives the full accumulated PRAN corpus alongside double monthly pension under OPS rules.

30. Which of the following is an INCORRECT comparison between OPS and NPS?
(A) OPS is a Defined Benefit Scheme; NPS is a Defined Contribution Scheme.
(B) OPS provides GPF facility; NPS subscribers (Government) do not subscribe to GPF.
(C) OPS is governed by PFRDA Act 2013; NPS is governed purely by CCS (Pension) Rules 1972.
(D) OPS pension is fixed at 50% of last pay drawn; NPS pension depends on accumulated corpus and annuity rates.

31. What is the primary characteristic of an NPS Tier I account for Central Government employees?
(A) It is a completely flexible, fully withdrawable savings account operated without any statutory tax benefits.
(B) It is an official short-term liquid current account operated directly by the Head of School for departmental expenses.
(C) It is a restricted government account where exclusively employer monthly contributions are deposited and held.
(D) It is a non-withdrawable pension account meant for retirement savings.

32. What happens to the NPS Tier I account if the subscriber fails to make minimum required contributions in a private individual model?
(A) The account gets permanently cancelled by PFRDA and all accumulated funds are forfeited to the Treasury.
(B) The account automatically converts into a standard General Provident Fund account under government rules.
(C) The account is deactivated and can be reactivated upon paying the prescribed fee.
(D) The entire accumulated corpus is transferred directly to the Prime Minister's National Relief Fund.

33. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Tier I NPS account is mandatory for all Central Government employees who joined service on or after 01.01.2004.
Reason (R): Government matching contributions are credited exclusively into the subscriber's Tier I account.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

34. Which investment choice pattern is default for Central Government employees under NPS Tier I if no explicit preference is exercised?
(A) 100% Equity (E) Scheme managed exclusively by private asset management companies
(B) 100% Alternative Investment Fund (AIF) high-risk investment option
(C) Corporate Debt (C) Scheme exclusively with fixed interest income strategy
(D) Default Government Scheme across empanelled PFMs.

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Government contribution.
(D) Suspended employee must pay twenty-four percent total contribution directly to the PAO.

53. Under CCS (Pension) Rules, 2021, how are 'emoluments' defined for computing superannuation pension?
(A) Basic pay drawn in the post immediately before retirement
(B) Basic pay plus HRA plus Transport Allowance drawn on the exact date of superannuation
(C) Average of total earnings including over-time allowance drawn over the last thirty-six months
(D) Basic pay plus full Dearness Allowance drawn across all posts over the last twenty-four months

54. How are 'average emoluments' determined under CCS (Pension) Rules for pension calculation?
(A) Average of basic pay drawn during the last 6 months of service
(B) Average basic pay drawn during the last 10 months of service
(C) Average of basic pay drawn during the last 36 months of service
(D) Average of basic pay drawn during the entire career service

55. What is the minimum basic monthly pension payable to a retired Central Government employee under 7th CPC / CCS (Pension) Rules, 2021?
(A) Rs. 3,500/-
(B) Rs. 7,500/-
(C) Rs. 9,000/-
(D) Rs. 12,000/-

56. What is the maximum basic monthly pension permissible under CCS (Pension) Rules, 2021 (50% of highest pay in Central Government)?
(A) Rs. 1,00,000/-
(B) Rs. 1,25,000/-
(C) Rs. 1,50,000/-
(D) Rs. 2,50,000/-

57. From which age does additional pension (quantum of pension) start increasing for senior pensioners under CCS (Pension) Rules, 2021?
(A) Upon completing 65 years of age
(B) Upon attaining 70 years of age
(C) Upon attaining 80 years of age
(D) Upon attaining 90 years of age

58. What percentage of additional basic pension is granted to a pensioner upon attaining the age of 80 years under CCS (Pension) Rules, 2021?
(A) 10% of basic pension
(B) 20% of basic pension
(C) 30% of basic pension
(D) 50% of basic pension

59. At what age does a superannuated pensioner receive 100% additional pension (i.e., total pension becomes 200% of basic pension)?
(A) 85 years
(B) 90 years
(C) 95 years
(D) 100 years

60. Consider the following statements regarding calculation of pension under OPS / CCS (Pension) Rules 2021:
I. Basic pension is calculated at 50% of last pay drawn or average emoluments of last 10 months, whichever is more beneficial.
II. Linkage of full pension to 33 years of qualifying service has been dispensed with for employees retiring on or after 01.01.2006.
III. Minimum qualifying service required to receive pension is 10 years.
Which of the statement(s) given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

MCQGPT

61. Under CCS (Pension) Rules, 2021, how is a fraction of a year equal to 3 months and above treated while calculating qualifying service in six-monthly periods?
(A) Treated as one completed six-month period
(B) Ignored completely for qualifying service calculations
(C) Treated as half a month of active government service
(D) Converted into Earned Leave balance credited to account

62. Which of the following periods does NOT count as qualifying service for pension under CCS (Pension) Rules?
(A) Period spent on duty
(B) Period of authorized leave with leave salary
(C) Period of unauthorized absence treated as

(D) Rule 75

100. A Vice-Principal retires on superannuation with Basic Pay of Rs. 1,00,000/- and DA rate of 50%. His qualifying service is 30 years (60 six-monthly periods). What is his Retirement Gratuity amount?
(A) Rs. 15,00,000/-
(B) Rs. 22,50,000/-
(C) Rs. 18,00,000/-
(D) Rs. 10,00,000/-

101. Death-cum-Retirement Gratuity (DCRG) in case of death in service during the first year of service (less than 1 year qualifying service) is payable at what rate under 7th CPC rules?
(A) 2 times of monthly emoluments
(B) 6 times of monthly emoluments
(C) 12 times of monthly emoluments
(D) 20 times of monthly emoluments

102. What is the Death Gratuity rate payable if a Government servant dies in service after completing 1 year or more but less than 5 years of qualifying service?
(A) 2 times monthly emoluments
(B) 6 times monthly emoluments
(C) 12 times monthly emoluments
(D) 20 times monthly emoluments

103. If a Government servant dies in service after completing 5 years or more but less than 11 years of qualifying service, Death Gratuity is payable at:
(A) 6 times monthly emoluments
(B) 12 times monthly emoluments
(C) 20 times monthly emoluments
(D) 30 times monthly emoluments

104. What is the Death Gratuity rate for service of 11 years or more but less than 20 years?
(A) 12 times monthly emoluments
(B) 20 times monthly emoluments
(C) 25 times monthly emoluments
(D) 33 times monthly emoluments

105. For qualifying service of 20 years or more, how is Death Gratuity calculated upon death in service?
(A) Fixed fifty times monthly emoluments regardless of exact total qualifying service.
(B) One month emoluments for every completed year of service rendered by employee.
(C) Double the retirement gratuity amount calculated under superannuation provisions.
(D) Half of monthly emoluments for each six-month period (max 33 times).

106. In what order of priority is Death Gratuity disbursed if no valid nomination exists at the time of employee's death?
(A) Equally among all surviving eligible family members.
(B) Paid hundred percent to the eldest surviving son automatically.
(C) Paid directly to the school staff benefit welfare committee fund.
(D) Completely forfeited and credited to the Central Government treasury.

107. Does Death Gratuity payment attract income tax in the hands of the legal heir/nominee?
(A) Fully taxable under Income Tax Act under head Salaries
(B) Exempt from Income Tax up to statutory limits
(C) Taxed at a flat ten percent Deduction at Source (TDS)
(D) Taxable under Income Tax Act if amount exceeds Rs. 5 Lakhs

108. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Death Gratuity rates slab-wise provide higher financial protection for shorter service periods compared to retirement gratuity.
Reason (R): Even for service less than 1 year, Death Gratuity guarantees a minimum payment equal to 2 times monthly emoluments.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

109. General Provident Fund (Central Services) Rules, 1960 apply to which group of Government employees?
(A) Government servants appointed on or before 31.12.2003
(B) All civilian employees appointed on or after 1st January 2004
(C) All contractual staff recruited in Delhi Government schools
(D) Part-time vocational teachers working in government institutions

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(A) Rs. 10 Lakhs
(B) Rs. 15 Lakhs
(C) Rs. 20 Lakhs
(D) Rs. 25 Lakhs

72. As per 7th CPC recommendations, by what percentage does the maximum ceiling of gratuity automatically increase whenever Dearness Allowance (DA) rises by 50%?
(A) 10%
(B) 20%
(C) 25%
(D) 50%

73. What is the maximum number of completed six-monthly periods of qualifying service taken into account for computing Retirement Gratuity?
(A) 33 half-years
(B) 50 half-years
(C) 66 half-years
(D) 72 half-years

74. What is the maximum limit of Retirement Gratuity expressed in terms of monthly emoluments?
(A) 12 times of monthly emoluments
(B) 16.5 times monthly emoluments
(C) 20 times of monthly emoluments
(D) 33 times of monthly emoluments

75. What is the minimum qualifying service required for a Government servant to be eligible for Retirement Gratuity upon superannuation?
(A) 2 years
(B) 5 years
(C) 10 years
(D) 20 years

76. Is Retirement Gratuity received by a Central Government employee upon superannuation subject to Income Tax?
(A) Fully taxable under the head Income from Salaries
(B) Exempt from Income Tax up to statutory limit
(C) Taxable at a flat concessional rate of twenty percent
(D) Taxable under the head Income from Other Sources

77. Under Central Civil Services (Commutation of Pension) Rules, 1981, what maximum percentage of basic pension can a retiring employee commute into a lump sum amount?
(A) 30%
(B) 33.33%
(C) 40%
(D) 50%

78. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): A pensioner who commutes 40% of his monthly basic pension receives reduced monthly pension for 15 years.
Reason (R): On completion of 15 years from the date of receipt of commuted value, the commuted portion of pension is fully restored.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

79. When a pensioner commutes a portion of basic pension, how is Dearness Relief (DR) calculated post-commutation?
(A) DR is calculated exclusively on the reduced monthly pension amount.
(B) DR is completely stopped for the entire fifteen-year restoration period.
(C) DR is calculated at half the standard rate applicable to serving staff.
(D) DR is calculated on full original basic pension.

80. Consider the following statements regarding commutation of pension:
I. Application for commutation submitted before retirement or within 1 year of retirement does not require medical examination.
II. If commutation application is made after 1 year from date of retirement, medical examination by prescribed medical authority is mandatory.
III. Commutation value is calculated using the Commutation Value Expressed as Number of Years Purchase table based on age next birthday.
Which of the statement(s) given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

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(D) Period spent on deputation to another government department

63. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Extraordinary Leave (EOL) granted on medical grounds automatically counts as qualifying service for pension.
Reason (R): Under CCS (Pension) Rules, EOL taken without medical certificate is excluded from qualifying service unless specifically sanctioned by the competent authority for higher scientific/ technical studies.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

64. What is the effect of service rendered before attaining the age of 18 years on calculation of qualifying service for pension?
(A) It is counted fully for all retirement benefit calculations.
(B) It is counted at double rate under special service rules.
(C) It does not count as qualifying service.
(D) It is counted only for gratuity, not pension calculation.

65. Under CCS (Pension) Rules, 2021, what is the mandatory minimum qualifying service required for grant of Invalid Pension?
(A) 2 years
(B) 5 years
(C) 10 years
(D) 15 years

66. A Vice-Principal joined Government school service on 15th July 1995 and retired on superannuation on 31st July 2023. During service, he had 6 months of EOL without medical certificate which was declared as non-qualifying service. What is his total qualifying service in completed six-monthly periods?
(A) 56 half-year periods
(B) 55 half-year periods
(C) 54 half-year periods
(D) 50 half-year periods

67. Under CCS (Pension) Rules, 2021, if a Government servant resigns from service, what is the consequence regarding his past qualifying service?
(A) Resignation entails forfeiture of past service unless taken up with proper permission.
(B) Past qualifying service is reduced automatically by fifty percent for pension calculation.
(C) Past qualifying service is converted into cash equivalent of encashable leave balance.
(D) Past qualifying service is transferred directly into the General Provident Fund account.

68. Period of suspension of a Government servant counts as qualifying service under which condition?
(A) If the suspension period is followed exclusively by imposition of a minor penalty.
(B) Suspension period never counts as qualifying service under any statutory circumstance.
(C) If the competent authority expressly orders it upon finalization.
(D) Only if the suspended employee pays a prescribed administrative fine to treasury.

69. Retirement Gratuity is calculated on the basis of which formula under Central Civil Services (Pension) Rules?
(A) 1/4th of monthly emoluments for each completed six-month period
(B) 1/2 of monthly emoluments for each completed year of qualifying service rendered
(C) 1 month emoluments for each completed year of qualifying service rendered
(D) 1/6th of annual emoluments for each completed year of qualifying service rendered

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70. What components are included in 'emoluments' for the purpose of calculating Retirement Gratuity and Death Gratuity under 7th CPC rules?
(A) Basic Pay only excluding all other allowances and special pay
(B) Basic Pay + House Rent Allowance + Transport Allowance
(C) Basic Pay + Non-Practicing Allowance + Overtime Allowance
(D) Basic Pay + Dearness Allowance applicable on retirement/death

71. What is the maximum ceiling of Retirement Gratuity / Death Gratuity payable under 7th CPC (prior to DA reaching 50%)?

of Rs. 15,000/- per month
(D) Income ceiling condition does not apply to any category of family member

91. If both husband and wife are Central Government employees covered under pension rules, upon the death of one, can the surviving spouse draw both Family Pension and own pension?
(A) No, surviving spouse must mandatorily surrender one benefit completely.
(B) Yes, surviving spouse can draw both subject to ceiling rules.
(C) Yes, but the family pension component is reduced by fifty percent automatically.
(D) No, family pension is transferred exclusively to surviving dependent children.

92. Under CCS (Pension) Rules, 2021, if a Government servant dies while in service after completing 1 year of service, what is the minimum qualifying service required for grant of enhanced family pension?
(A) 1 year
(B) 3 years
(C) 7 years
(D) 10 years

93. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Retirement Gratuity is paid to a Government servant who has completed 5 years of qualifying service upon retirement.
Reason (R): Retirement Gratuity is subject to a maximum limit of 16.5 times the monthly emoluments or statutory monetary ceiling, whichever is less.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

94. Under CCS (Pension) Rules, can Retirement Gratuity be withheld by the administration after superannuation?
(A) No, gratuity payment can never be withheld under any statutory circumstance.
(B) Yes, gratuity is automatically withheld for two years for all Group A officers.
(C) Yes, if departmental or judicial proceedings are pending.
(D) Only if specifically recommended by the school Parent-Teacher Association.

95. In case of delay in payment of Retirement Gratuity due to administrative lapses beyond statutory time frame, what interest is payable to the pensioner?
(A) No interest is payable on delayed government dues under administrative rules.
(B) Fixed simple interest of twelve percent per annum calculated on balance.
(C) Commercial bank base lending rate plus two percent additional surcharge.
(D) Interest at GPF rate for delay beyond 3 months.

96. If departmental proceedings result in minor penalty after retirement, can Retirement Gratuity be forfeited?
(A) Yes, hundred percent gratuity is automatically forfeited upon imposition of any penalty.
(B) Gratuity is converted into an administrative fine deducted from monthly pension payout.
(C) Not withheld for minor penalty unless pecuniary loss was caused.
(D) Gratuity amount is forfeited and credited directly to the Central Staff Benefit Fund.

97. What is the maximum number of completed years of qualifying service beyond which no incremental Retirement Gratuity accrues?
(A) 25 years
(B) 30 years
(C) 33 years
(D) 35 years

98. How is a fraction of a year between 3 months and 6 months treated while computing qualifying service for Retirement Gratuity?
(A) Ignored completely in qualifying service calculation
(B) Counted as three months exactly without rounding off
(C) Converted into cash equivalent of encashable leave
(D) Counted as one completed six-month period

99. Which rule of CCS (Pension) Rules, 2021 specifically governs the grant of Retirement Gratuity and Death Gratuity?
(A) Rule 20
(B) Rule 45
(C) Rule 60

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(B) Tier II choices and asset allocations can be made independently of Tier I.
(C) Tier II asset allocation strategy must mirror Tier I allocation exactly without any deviation.
(D) Tier II accumulated funds are permitted to be invested exclusively in physical gold assets.

45. A newly recruited Vice-Principal under NPS asks the School DDO about the monthly deductions from his salary towards Tier I NPS. Which components of monthly salary are reckoned for calculating the mandatory 10% employee contribution?
(A) Basic Pay + Dearness Allowance (DA)
(B) Basic Pay + Special Pay + HRA
(C) Basic Pay + Transport Allowance + HRA
(D) Basic Pay only

46. What is the enhanced rate of Government (employer) monthly contribution towards NPS for Central Government employees introduced with effect from 1st April 2019?
(A) 10% of (Basic Pay + DA)
(B) 12% of (Basic Pay + DA)
(C) 14% of (Basic Pay + DA)
(D) 18% of (Basic Pay + DA)

47. What are the mandatory contribution rates for a Central Government employee and the Government respectively under NPS currently?
(A) Employee: 10%, Government: 10%
(B) Employee: 10%, Government: 14%
(C) Employee: 12%, Government: 12%
(D) Employee: 14%, Government: 14%

48. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): If there is a delay in crediting NPS contributions into the subscriber's PRAN account by the DDO/PAO, interest for the delayed period must be paid to the subscriber.
Reason (R): Government rules mandate payment of interest at GPF rates for delay in remitting NPS contributions beyond the prescribed timeline.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

49. By which day of the following month must the DDO ensure that NPS monthly contributions (both employee and employer share) are remitted to the Trustee Bank/CRA?
(A) First working day of the immediately succeeding calendar month
(B) Last working day of the salary month
(C) Fifteenth day of the immediately following calendar month
(D) Last working day of the closing month of the financial year

50. Consider the following rules regarding NPS contributions for Central Government employees:
I. Employee contribution of 10% of (Basic Pay + DA) is deducted directly from monthly salary bill.
II. Government contributes 14% of (Basic Pay + DA) matching and enhancing the pension saving.
III. During period of suspension, employee NPS contribution is mandatorily deducted at 10% of full basic pay.
IV. No employee contribution is deducted during Leave Without Pay (EOL) where no pay or subsistence allowance is drawn.
Which of the statement(s) given above is/are correct?
(A) I and II only
(B) I, II and IV only
(C) II, III and IV only
(D) I, II, III and IV

51. An employee covered under NPS goes on Extraordinary Leave (EOL) on personal grounds without medical certificate. What will be the employer NPS contribution for that EOL period?
(A) Nil, as no pay is drawn.
(B) 14% of full basic pay plus DA
(C) 10% of last pay drawn
(D) Half of standard contribution rate

52. What is the impact on NPS contributions when a Government servant is under suspension and drawing subsistence allowance?
(A) Mandatory NPS contributions are completely stopped for the entire duration of suspension.
(B) Government contributes hundred percent of basic pay into PRAN on behalf of suspended employee.
(C) 10% of subsistence allowance with 14%

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110. What is the mandatory minimum percentage of basic pay that a GPF subscriber must contribute monthly to his GPF account?
(A) 3% of basic pay
(B) 6% of basic pay
(C) 10% of basic pay
(D) 12% of basic pay

111. What is the maximum upper limit for monthly GPF subscription by an employee in a financial year?
(A) 50% of basic pay
(B) 100% of basic pay
(C) Rs. 50,000/- per month
(D) Equal to Dearness Allowance

112. Consider the following statements regarding General Provident Fund (GPF) advances and withdrawals:
I. Temporary GPF advance is refundable in specified equal monthly installments.
II. Non-refundable GPF withdrawal is permissible after completing 12 years of service or within 10 years of superannuation for specified purposes.
III. Interest earned on GPF balance is declared by the Ministry of Finance on a quarterly/ annual basis.
IV. GPF subscription must be mandatorily stopped 3 months prior to the date of superannuation.
Which of the statement(s) given above is/are correct?
(A) I and II only
(B) I, II, III and IV
(C) I, III and IV only
(D) II and III only

113. Under GPF Rules, when must monthly GPF subscriptions be stopped before the superannuation of a subscriber?
(A) 1 month before superannuation
(B) 3 months before superannuation
(C) 6 months before superannuation
(D) 12 months before superannuation

114. As per recent Income Tax rules, interest on annual employee GPF contribution exceeding what amount in a financial year is taxable?
(A) Rs. 1,50,000/-
(B) Rs. 2,50,000/-
(C) Rs. 5,00,000/-
(D) Rs. 10,00,000/-

115. A PGT teacher covered under GPF applies for a non-refundable GPF withdrawal for purchasing a house. As per GPF Rules, what maximum percentage of the balance at his credit can be sanctioned for housing purpose?
(A) Up to 50%
(B) Up to 75%
(C) Up to 90%
(D) 100%

116. Is matching employer contribution added to GPF account by the Government?
(A) Yes, Government matches hundred percent of employee GPF contribution monthly.
(B) Yes, Government matches six percent of basic pay into GPF account monthly.
(C) No, GPF consists of employee contributions plus interest.
(D) Yes, matching contribution is provided for Group A officers exclusively.

117. Under PFRDA rules for NPS Tier I account, what percentage of subscriber's own contribution can be withdrawn as partial withdrawal during service?
(A) Up to 10%
(B) Up to 25%
(C) Up to 50%
(D) Up to 75%

118. To become eligible for the first partial withdrawal from NPS Tier I account, what minimum lock-in period of tenure in NPS is required?
(A) 1 year
(B) 3 years
(C) 5 years
(D) 10 years

119. How many maximum partial withdrawals are allowed from NPS Tier I account during the entire service tenure of a subscriber?
(A) 2 times
(B) 3 times
(C) 5 times
(D) Unlimited times

120. Which of the following is NOT an eligible reason for partial withdrawal from NPS Tier I account?
(A) Higher education expenses of dependent children
(B) Marriage expenses of dependent children
(C) Speculative stock market trading
(D) Purchase or construction of first residential house

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ANSWERS

1. (B) 1972
The Central Civil Services (Pension) Rules, 2021 were officially notified to modernize and replace the earlier framework established under the Central Civil Services (Pension) Rules, 1972. The updated rules streamline various administrative procedures relating to retirement benefits, pension calculations, family pension entitlements, and sanctioning workflows for central government civilian servants across all departments.

2. (D) Principal / Head of School
Under the provisions of Central Civil Services (Pension) Rules, the Principal or Head of School functions as the designated Head of Office for educational institutions. This authority carries the primary administrative responsibility to initiate, compile, verify, and process pension papers of retiring staff members within mandated timelines before sending them to pay authorities.

3. (A) Government servants appointed on or before 31st December 2003
The Central Civil Services (Pension) Rules, 2021 apply strictly to central government civilian employees who joined service on or before December 31, 2003. Employees appointed after this cutoff date are governed by the National Pension System. Contract staff, casual workers, and contingency-paid staff are specifically excluded from coverage under these statutory rules.

4. (B) Both A and R are true but R is not the correct explanation of A
Both statutory statements are correct under Central Civil Services (Pension) Rules, 2021. The rules provide clear mechanisms for provisional pension during pending departmental proceedings. Separately, Rule 8 empowers the President to withhold or withdraw pension if a pensioner is found guilty of grave misconduct, though this rule serves as a independent disciplinary provision.

5. (C) 12 months
The Central Civil Services (Pension) Rules, 2021 mandate that the process of preparing pension papers must be formally initiated by the Head of Office exactly twelve months before the scheduled date of superannuation. This advance timeline ensures timely verification of qualifying service, calculation of emoluments, and seamless authorization of pension payments without administrative delays.

6. (B) Rule 8
Rule 8 of the Central Civil Services (Pension) Rules, 2021 defines the President's authority to withhold or withdraw pension, either fully or partially, permanently or for a specified period. This power applies if the pensioner is found guilty of grave misconduct or negligence in departmental or judicial proceedings conducted during or after service.

7. (A) II only
Central Civil Services (Pension) Rules govern invalid pension and extraordinary pension for eligible employees appointed prior to 2004. They do not apply to post-2004 recruits, nor do they cover Railway employees or All India Services members, who are governed by their own distinct statutory pension regulations enacted specifically by their respective ministries.

8. (C) Central Government
Under the provisions governing post-retirement commercial employment in Central Civil Services (Pension) Rules, Group A officers requiring commercial employment within one year of retirement must obtain prior sanction from the Central Government. The administrative ministry evaluates factors such as potential conflict of interest, official contact with prospective employers, and proprietary information access.

9. (D) Defined Benefit Scheme
The Old Pension Scheme operates as a traditional defined benefit scheme where retirement payouts are legally guaranteed by the state. The pension amount is calculated using a predetermined statutory formula based on qualifying service and last pay drawn, without requiring financial contributions from employees or exposing

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Provider (ASP) empanelled by PFRDA.
II. Subscriber can select from various annuity options (e.g., life annuity, joint life annuity, annuity with return of premium).
III. Annuity pension payment frequency can be chosen as monthly, quarterly, half-yearly, or annual.
IV. Once selected and annuity scheme issued, the annuity option can be freely changed every year.

Which of the statement(s) given above is/are correct?
(A) I and II only
(B) I, II and III only
(C) III and IV only
(D) I, II, III and IV

131. If an NPS subscriber dies while in service, and the family opts for NPS benefits, what percentage of the accumulated NPS corpus is paid to the nominee/legal heirs?
(A) 100% lump sum or 100% annuity option
(B) Mandatory 80% annuity and 20% lump sum payout
(C) 50% corpus forfeited to Central Government
(D) Only accumulated employee contribution paid out

132. Can a superannuating employee defer the purchase of annuity under NPS upon retirement?
(A) No, annuity must be purchased immediately upon the date of retirement.
(B) Yes, deferment of annuity purchase is permitted for up to fifteen years.
(C) Yes, deferment allowed up to 3 years from superannuation.
(D) Deferment is allowed strictly upon obtaining prior High Court approval.

133. The Unified Pension Scheme (UPS) approved by the Union Cabinet in August 2024 offers an assured pension equal to what percentage of average basic pay drawn over the last 12 months before retirement?
(A) 40%
(B) 50%
(C) 60%
(D) 70%

134. What is the minimum qualifying service required under Unified Pension Scheme (UPS) to become eligible for full assured pension (50%)?
(A) 10 years
(B) 20 years
(C) 25 years
(D) 33 years

135. What is the assured minimum monthly pension promised under Unified Pension Scheme (UPS) upon retirement after completing at least 10 years of service?
(A) Rs. 5,000/- per month
(B) Rs. 9,000/- per month
(C) Rs. 10,000/- per month
(D) Rs. 12,500/- per month

136. Under the Unified Pension Scheme (UPS), what is the assured family pension rate payable to the family upon death of the pensioner?
(A) 30% of employee's pension
(B) 50% of employee's pension
(C) 60% of employee's pension
(D) 100% of employee's pension

137. Under Unified Pension Scheme (UPS), what is the Government (employer) contribution rate approved?
(A) 14%
(B) 18.5%
(C) 20%
(D) 24%

138. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The Unified Pension Scheme (UPS) combines features of assured pension benefits with a funded contribution model.
Reason (R): Under UPS, employee contribution remains at 10% of (Basic Pay + DA) while Government contribution is increased to 18.5%.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

139. Is inflation indexation (Dearness Relief) applicable to Assured Pension, Assured Family Pension, and Assured Minimum Pension under Unified Pension Scheme (UPS)?
(A) No, UPS benefits are fixed without any monthly inflation adjustments.
(B) Yes, indexed to CPI-IW aligned with serving employees.
(C) Applicable exclusively after attaining

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seventy-five years of age.
(D) Indexed directly to equity stock market performance and returns.

140. What is the primary objective of organizing 'Pension Adalats' by Government departments?
(A) To initiate formal disciplinary proceedings against retired staff
(B) On-the-spot resolution of chronic pension grievances.
(C) To market and sell private commercial annuity schemes to staff
(D) To audit government school contingent expenditure funds quarterly

141. Which nodal Department under the Ministry of Personnel, Public Grievances and Pensions coordinates Pension Adalats at the national level in India?
(A) Department of Pension and Pensioners' Welfare
(B) Department of Expenditure under Ministry of Finance
(C) Department of Financial Services under Ministry of Finance
(D) Department of School Education and Literacy under Ministry

142. A retired Vice-Principal has not received his revised pension sanction for 8 months post-retirement despite multiple representations to the PAO. He approaches the Pension Adalat. Who chairs and participates in the Pension Adalat to resolve such delays?
(A) High Court Judge sitting as sole arbitrator in special sessions
(B) External private financial auditors appointed by Ministry
(C) Head of Office with PAO and bank officials for instant resolution
(D) School Management Committee Chairman and local government representatives

143. Which online portal developed by DoPPW serves as a single window grievance redressal mechanism for pensioners?
(A) SPANDAN Portal
(B) SAMARTH Portal
(C) E-HRMS Portal
(D) CPENGRAMS

144. What type of grievances are typically taken up for resolution in Pension Adalats?
(A) Requests for fresh contract government re-employment post-retirement
(B) Service disputes regarding inter-se seniorities of serving teachers
(C) Delays in PPO issuance, family pension sanction, or commutation
(D) Disputes regarding government school admission fee structure rules

145. What is the statutory time frame mandated under pension guidelines for disposing of pension grievances registered on CPENGRAMS / Pension Adalats?
(A) 21-30 days
(B) 180 days from registration date
(C) 1 year from registration date
(D) 3 years from registration date

146. Which form is submitted by a Government servant under CCS (Pension) Rules to nominate persons for receiving Death-cum-Retirement Gratuity (DCRG)?
(A) Form 16 (Income Tax Certificate)
(B) Form GFR 12 (General Financial Rules)
(C) Form TR 5 (Treasury Receipt)
(D) Form 1 / Form 2 (Nomination Form)

147. Can a Government servant who has a family nominate a person outside his family for receiving Death Gratuity?
(A) No, nomination can only be made in favour of family members.
(B) Yes, nomination can be made in favour of any person without restriction.
(C) Yes, provided the nomination bears the Principal's counter-signature.
(D) Yes, but nomination outside family is limited to fifty percent share.

148. What happens to a nomination for Death Gratuity made by an unmarried Government servant if he subsequently acquires a family through marriage?
(A) The old nomination remains completely valid forever despite marriage.
(B) The nomination automatically transfers to the custody of Head of Office.
(C) The old nomination becomes invalid and fresh nomination must be submitted.
(D) The spouse gets ten percent share automatically while old nomination holds.

149. An employee nominates his two children in equal 50% shares for Death Gratuity. Later, one nominee child predeceases the employee. The

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employee dies without updating nomination. How is the 50% share of the deceased nominee child distributed?
(A) It passes to the surviving nominee or eligible family members.
(B) It automatically reverts to the Central Government treasury.
(C) It is paid to legal representatives or friends of the deceased child.
(D) It is credited directly to the school Parent-Teacher Association fund.

150. Which statutory form under CCS (Pension) Rules, 2021 is required to be filled by a Government servant to furnish details of family members for Family Pension record?
(A) Form 3
(B) Form 5
(C) Form 7
(D) Form 12

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121. Upon superannuation (attaining age 60), what maximum percentage of the total NPS Tier I corpus can be withdrawn as lump sum tax-free?
(A) 20%
(B) 40%
(C) 60%
(D) 80%

122. Upon superannuation, if the total accumulated NPS corpus in Tier I is equal to or less than what threshold amount, can the subscriber withdraw 100% corpus as lump sum without purchasing annuity?
(A) Rs. 1 Lakh
(B) Rs. 2.5 Lakhs
(C) Rs. 5 Lakhs
(D) Rs. 10 Lakhs

123. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Upon premature exit (resignation/ exit before superannuation) from NPS, a subscriber must utilize at least 80% of the accumulated corpus to purchase an annuity.
Reason (R): PFRDA rules mandate higher annuity retention for premature exit to ensure long-term income security post-resignation.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

124. For premature exit from NPS (before age of superannuation), what is the maximum corpus limit up to which 100% lump sum withdrawal is allowed without purchasing annuity?
(A) Rs. 1 Lakh
(B) Rs. 2.5 Lakhs
(C) Rs. 5 Lakhs
(D) Rs. 10 Lakhs

125. What minimum percentage of the accumulated NPS Tier I corpus must be mandatorily utilized to purchase an annuity upon normal superannuation retirement?
(A) 20%
(B) 40%
(C) 60%
(D) 80%

126. Who issues annuity schemes and pays monthly pension to NPS subscribers post-retirement?
(A) Central Recordkeeping Agency operating under PFRDA framework
(B) Pay and Accounts Office of the respective ministry
(C) PFRDA-registered Annuity Service Providers (ASPs)
(D) Reserve Bank of India Central Treasury Division

127. An NPS subscriber superannuates with a total accumulated Tier I corpus of Rs. 40 Lakhs. He chooses to withdraw maximum permissible lump sum. What amount will be mandatorily utilized for annuity purchase and what amount will he receive as tax-free lump sum?
(A) Annuity: Rs. 20 Lakhs (50%); Lump sum: Rs. 20 Lakhs (50%)
(B) Annuity: Rs. 32 Lakhs (80%); Lump sum: Rs. 8 Lakhs (20%)
(C) Annuity: Rs. 24 Lakhs (60%); Lump sum: Rs. 16 Lakhs (40%)
(D) Annuity: Rs. 16 Lakhs (40%); Lump sum: Rs. 24 Lakhs (60%)

128. Is lump sum withdrawal up to 60% of NPS corpus at superannuation taxable under the Income Tax Act?
(A) Fully taxable under Income Tax Act at applicable slab rate
(B) Taxable at flat concessional rate of ten percent
(C) Exempt from Income Tax under Section 10(12A)
(D) Taxable under Income Tax Act if amount exceeds Rs. 10 Lakhs

129. Which annuity variant option provides lifetime monthly pension to the pensioner and upon his death, pays 100% purchase price back to the nominee/legal heirs?
(A) Annuity for life without return of purchase price
(B) Annuity for life with return of purchase price
(C) Joint life annuity payable without return of capital
(D) Temporary fixed-term annuity payable for five years

130. Consider the following options available to an NPS subscriber regarding annuity purchase upon retirement:
I. Subscriber can select any Annuity Service

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retirement income to market fluctuations and investment risks.

10. (C) 50%
Under the Old Pension Scheme, a government employee completing full qualifying service receives a basic monthly pension equal to fifty percent of last basic pay drawn or average emoluments of the last ten months, whichever is more beneficial. This formula ensures predictable monthly retirement income protected against market fluctuations through periodic statutory adjustments.

11. (B) Revised bi-annually in line with Dearness Allowance rates.
Dearness Relief under the Old Pension Scheme is granted to pensioners to compensate for inflation. It is revised bi-annually, effective from January and July each year, matching the Dearness Allowance rate increases declared for serving central government employees. This mechanism ensures that the real purchasing power of retired personnel is maintained over time.

12. (B) I, III and IV only
Under the Old Pension Scheme, the entire pension liability is funded directly from government revenues without mandatory employee contributions. Pensioners receive bi-annual Dearness Relief adjustments to offset inflation, and eligible family members are protected through family pension benefits. Employee contributions of ten percent belong to the National Pension System rather than OPS.

13. (B) 10 years
To become eligible for superannuation pension under the Old Pension Scheme and Central Civil Services (Pension) Rules, a government employee must complete a minimum qualifying service of ten years. Employees retiring with less than ten years of qualifying service are ineligible for regular monthly pension and receive service gratuity instead of pension.

14. (B) Rs. 1,25,000/-
Under the Seventh Central Pay Commission rules for the Old Pension Scheme, maximum basic monthly pension is capped at fifty percent of the highest pay scale in government service, which is Rs. 2,50,000/- for the Cabinet Secretary level. Consequently, the upper ceiling for monthly basic pension stands at exactly Rs. 1,25,000/-.

15. (B) Rs. 40,000/-
Under post-2006 revised pension rules, full pension eligibility is unlinked from thirty-three years of service and requires a minimum of ten years qualifying service. Basic monthly pension is calculated directly as fifty percent of the last basic pay drawn. Therefore, fifty percent of Rs. 80,000/- yields a basic pension of Rs. 40,000/- per month.

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16. (B) 1st January 2004
The National Pension System was introduced by the Central Government as a mandatory defined-contribution pension framework for all new entrants joining central government civilian services on or after January 1, 2004, excluding Armed Forces personnel. It replaced the traditional non-contributory defined benefit Old Pension Scheme for all subsequent recruits across departments.

17. (B) Pension Fund Regulatory and Development Authority (PFRDA)
The Pension Fund Regulatory and Development Authority is the statutory regulatory body established under an Act of Parliament to regulate, promote, and ensure the orderly growth of the National Pension System in India. It oversees pension funds, central recordkeeping agencies, trustee banks, and intermediate entities operating within the pension sector.

18. (A) Both A and R are true and R is the correct explanation of A
The National Pension System is structured as a defined contribution model where benefits are not predefined by formula. Instead, individual contributions from employee and employer are accumulated and invested in financial markets. The final retirement wealth and monthly annuity depend directly on total accumulated contributions and compounding market returns over time.

19. (A) Permanent Retirement Account Number (PRAN)
Upon enrollment in the National Pension System, every subscriber is allotted a unique twelve-digit Permanent Retirement Account Number. This PRAN remains constant throughout the subscriber's career, providing complete account portability across transfers, government departments, ministries, and locations nationwide without needing account

exit penalties, or mandatory annuity purchase requirements, allowing employees to deposit and withdraw funds freely according to their personal financial needs and investment strategies.

39. (B) An active NPS Tier I account (PRAN).
Under PFRDA regulations, possessing an active NPS Tier I account with a valid Permanent Retirement Account Number is a mandatory prerequisite to open and activate a Tier II account. Tier II functions as an add-on facility linked directly to the subscriber's primary PRAN infrastructure for administrative and recordkeeping efficiency.

40. (C) No limit; funds can be withdrawn anytime without restriction.
The NPS Tier II account offers unrestricted liquidity to subscribers. There is no statutory limit on the number or frequency of withdrawals, nor are exit penalties or lock-in restrictions imposed. Subscribers can withdraw part or all of their accumulated Tier II balance at any time through online portal requests or authorized points.

41. (D) No, employer contribution is limited to Tier I only.
Central government monthly pension contributions are deposited strictly into the employee's mandatory NPS Tier I account. The government provides no matching or supplementary contributions towards the Tier II account, as Tier II is purely a voluntary personal savings facility operated entirely with the subscriber's own funds without employer participation.

42. (B) I and II only
NPS Tier II provides high liquidity with unrestricted withdrawals. Furthermore, a specialized tax-saving Tier II variant with a three-year lock-in period is available for central government staff under Section 80C. However, opening or maintaining a Tier II account is entirely voluntary, making statement III incorrect as it is not mandatory.

43. (B) Rs. 1,000/-
Under standard guidelines established by the Pension Fund Regulatory and Development Authority, the minimum initial contribution required to activate a voluntary NPS Tier II account is Rs. 1,000/-. Subsequent contributions must comply with prescribed minimum amounts per transaction to maintain active operational status within the CRA system.

44. (B) Tier II choices and asset allocations can be made independently of Tier I.
Subscribers are permitted to manage investment choices and asset allocations in Tier II completely independently from their Tier I choices. A subscriber can select different Pension Fund Managers, asset allocation ratios, and risk profiles (such as higher or lower equity exposure) for Tier II funds compared to their mandatory Tier I portfolio.

45. (A) Basic Pay + Dearness Allowance (DA)
For calculating mandatory monthly NPS contributions for central government employees, emoluments are defined strictly as Basic Pay plus Dearness Allowance. Other components such as House Rent Allowance, Transport Allowance, or special allowances are excluded from the salary base used to compute the mandatory ten percent employee contribution.

46. (C) 14% of (Basic Pay + DA)
Based on Cabinet decisions implementing recommendations of the Committee on Pension Systems, the central government enhanced its employer contribution rate under NPS from ten percent to fourteen percent of (Basic Pay + DA) with effect from April 1, 2019, while keeping the employee contribution unchanged at ten percent.

47. (B) Employee: 10%, Government: 14%
Under the current National Pension System framework for central government employees, the mandatory monthly deduction rate for employees is ten percent of (Basic Pay + DA), while the employer (government) contribution is fourteen percent of (Basic Pay + DA), providing enhanced retirement fund accumulation for serving civil servants.

48. (A) Both A and R are true and R is the correct explanation of A
Central government rules mandate that if Drawing and Disbursing Officers or Pay and Accounts Offices delay remitting NPS contributions into a subscriber's PRAN beyond prescribed monthly timelines, interest for the delayed period must be paid to the subscriber. This interest is calculated at prevailing General Provident Fund interest rates.

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29. (A) Family can opt for family pension under CCS Rules (transferring PRAN corpus) or retain NPS benefits.
In the event of an NPS employee's death during service, central government rules allow the eligible family to choose between receiving family pension under Central Civil Services Rules or retaining accumulated NPS benefits. If family pension is selected, the accumulated employer contribution corpus in the PRAN account is transferred back to the government.

30. (C) OPS is governed by PFRDA Act 2013; NPS is governed purely by CCS (Pension) Rules 1972.
The comparison is incorrect because the Pension Fund Regulatory and Development Authority Act, 2013 governs the National Pension System, whereas the Old Pension Scheme was governed by Central Civil Services (Pension) Rules, 1972. NPS is regulated by PFRDA and statutory regulations, whereas OPS is an unfunded non-contributory scheme managed directly under civil service rules.

31. (D) It is a non-withdrawable pension account meant for retirement savings.
An NPS Tier I account is a mandatory, restricted-withdrawal retirement account designed specifically for long-term pension wealth accumulation. Funds credited to Tier I are locked in until superannuation or exit, subject to strict statutory rules for partial withdrawals, ensuring that accumulated capital remains preserved to purchase annuity products and secure post-retirement income.

32. (C) The account is deactivated and can be reactivated upon paying the prescribed fee.
If a subscriber under the individual or voluntary NPS model fails to contribute the mandatory minimum annual amount, the Tier I account becomes deactivated. To reactivate the PRAN account, the subscriber must pay the accumulated minimum contribution along with the prescribed penalty or unfreezing fee through an authorized Point of Presence or CRA portal.

33. (A) Both A and R are true and R is the correct explanation of A
Enrolling in an NPS Tier I account is mandatory for central government personnel joining service on or after January 1, 2004. The employer matching contribution is deposited exclusively into Tier I to build the core pension corpus. Thus, the reasoning directly explains why Tier I enrollment is compulsory for serving government staff.

34. (D) Default Government Scheme across empanelled PFMs.
Central government employees who do not submit an explicit investment preference form are allocated to the Default Government Scheme under NPS Tier I. Under this default option, accumulated contributions are distributed among public sector pension fund managers and invested conservatively across government securities, corporate debt, and capped equity instruments as prescribed by PFRDA.

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35. (A) Yes, subscribers can choose PFMs and investment patterns within PFRDA limits.
Central government employees covered under the National Pension System are empowered to choose their preferred Pension Fund Manager and investment pattern for Tier I accounts. PFRDA rules allow subscribers to switch PFMs and adjust asset allocations between equity, corporate bonds, and government securities within predefined statutory caps and operational guidelines.

36. (C) NPS Tier I Account
Section 80CCD(1B) of the Income Tax Act offers an exclusive additional tax deduction up to Rs. 50,000/- per financial year for voluntary contributions made into an NPS Tier I account. This tax deduction is available over and above the standard overall limit of Rs. 1.5 Lakhs specified under Section 80C.

37. (A) Unrestricted day-to-day withdrawal facility without reason.
Unrestricted day-to-day withdrawal without specific cause is not available in an NPS Tier I account. Tier I is a locked-in pension accumulation vehicle designed for retirement security. Partial withdrawals are strictly regulated and allowed only under specific emergency conditions after completing minimum service periods, unlike Tier II accounts which permit liquid withdrawals.

38. (D) Voluntary, withdrawable account available to Tier I account holders.
An NPS Tier II account is a voluntary, liquid savings account available to subscribers who maintain an active Tier I PRAN account. Tier II operates without lock-in restrictions,

closure or re-registration procedures during service changes.

20. (C) NSDL e-Governance / Protean
Protean eGov Technologies (formerly NSDL e-Governance Infrastructure Limited) acts as a central record-keeping agency for the National Pension System. It provides core operational infrastructure, maintains individual subscriber records, processes contribution credits, manages account administration, handles switching requests, and facilitates online access for government employees enrolled under the scheme across India.

21. (A) PFRDA-registered Pension Fund Managers
Funds accumulated under the National Pension System for central government employees are managed by specialized Pension Fund Managers registered and monitored by the Pension Fund Regulatory and Development Authority. These managers invest the contributions across approved asset classes such as government securities, corporate bonds, and equity market instruments to generate long-term returns.

22. (D) Custodian
The architecture of the National Pension System relies on an unbundled structure where operational functions are strictly segregated. Under this model, the Custodian is the entity tasked with holding the physical and electronic financial assets, securities, and investments of subscribers, ensuring safe custody and separation from fund managers and recordkeeping agencies.

23. (B) OPS is a defined benefit scheme; NPS is a defined contribution scheme.
The core structural distinction between OPS and NPS lies in their financial design. The Old Pension Scheme provides guaranteed monthly payments calculated using a defined benefit formula based on pay and qualifying service. Conversely, the National Pension System is a defined contribution framework where retirement wealth depends on contributions and market-linked investment growth.

24. (C) OPS pension is indexed via Dearness Relief; NPS payout depends on annuity chosen.
Pension payout adjustments differ fundamentally between OPS and NPS post-retirement. Old Pension Scheme benefits automatically increase through bi-annual Dearness Relief announcements linked to the Consumer Price Index. In contrast, post-retirement income under the National Pension System depends entirely on the terms, yield, and specific structure of the annuity product selected from an Annuity Service Provider.

25. (D) I, II and III
Under OPS, employees make no monthly salary contribution for pension, and government bears all financial and longevity risks. Under NPS, subscribers hold portable individual PRAN accounts that follow them across transfers. All three statements accurately highlight valid structural, operational, and financial differences between the traditional defined benefit and modern defined contribution frameworks.

26. (A) NPS uses individual accounts; OPS is funded from current government revenues.
The Old Pension Scheme operates on an unfunded pay-as-you-go model where monthly pensions are disbursed directly from current annual government budgetary revenues. In contrast, the National Pension System accumulates funds in dedicated, individualized PRAN accounts that belong to subscribers and are invested actively in capital markets through regulated pension funds.

27. (B) Tier II Account
Under the Old Pension Scheme, employees save voluntarily through the General Provident Fund. Under the National Pension System, the Tier II account serves as a voluntary, withdrawable investment account alongside the mandatory Tier I pension account. Subscribers can deposit and withdraw funds freely from Tier II without statutory lock-in periods or exit penalties.

28. (B) His PRAN remains unchanged and contributions continue through the new DDO.
The Permanent Retirement Account Number under the National Pension System is fully portable. When an employee moves on deputation or transfer to another government department, the existing PRAN remains active and unchanged. The Drawing and Disbursing Officer of the target department simply maps the PRAN to deduct and credit monthly contributions seamlessly.

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49. (B) Last working day of the salary month
Guidelines require the Drawing and Disbursing Officer to ensure that monthly NPS contributions, comprising both employee deductions and matching employer share, are credited to the Trustee Bank or CRA by the last working day of the salary month itself, avoiding processing delays and loss of investment interest for subscribers.

50. (B) I, II and IV only
Employee contribution is 10% and government share is 14% of pay plus DA. During Leave Without Pay without salary, no contribution is deducted. However, during suspension, contributions are calculated on subsistence allowance rather than full basic pay, making statement III incorrect while statements I, II, and IV are correct.

51. (A) Nil, as no pay is drawn.
During Extraordinary Leave granted on personal grounds without salary, no basic pay or Dearness Allowance is drawn by the employee. Because NPS contributions are calculated as a percentage of actual pay and DA drawn, both employee deduction and matching employer contribution are nil for the duration of such leave.

52. (C) 10% of subsistence allowance with 14% Government contribution.
When a government employee is placed under suspension and receives subsistence allowance, monthly NPS contributions continue. The employee's contribution is deducted at ten percent of the subsistence allowance drawn, and the government credits its corresponding employer contribution calculated at fourteen percent of that same subsistence allowance amount.

53. (A) Basic pay drawn in the post immediately before retirement
Under Rule 31 of Central Civil Services (Pension) Rules, 2021, 'emoluments' for calculating pension benefits are defined as the basic pay drawn by the government servant in the post held substantively or in an officiating capacity immediately before the date of retirement or superannuation from service.

54. (B) Average basic pay drawn during the last 10 months of service
Under Central Civil Services (Pension) Rules, 'average emoluments' are determined by calculating the average of basic pay drawn by the government servant during the last ten months of active service preceding the date of retirement. This average serves as the benchmark for pension calculation if more beneficial than last pay.

55. (C) Rs. 9,000/-
As per Seventh Central Pay Commission recommendations accepted under Central Civil Services (Pension) Rules, 2021, the statutory minimum basic pension payable to a retired central government employee is fixed at Rs. 9,000/- per month. No pension payout can fall below this mandatory baseline floor amount.

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56. (B) Rs. 1,25,000/-
Under Seventh Pay Commission rules embodied in Central Civil Services (Pension) Rules, 2021, basic pension is capped at fifty percent of the highest basic pay in government (Rs. 2,50,000/-). Consequently, the maximum basic pension permissible for any retiring central government employee is capped at Rs. 1,25,000/- per month.

57. (C) Upon attaining 80 years of age
Under Central Civil Services (Pension) Rules, additional pension (quantum of pension) is granted to senior pensioners starting from the age of eighty years. The additional benefit is calculated as a percentage of basic pension and increases progressively in five-year age slabs as pensioners reach higher age milestones.

58. (B) 20% of basic pension
Upon attaining the age of eighty years, a retired central government employee becomes entitled to receive an additional pension equal to twenty percent of basic monthly pension under CCS (Pension) Rules, 2021. This supplementary amount provides financial support to meet increased living and healthcare expenses in old age.

59. (D) 100 years
Under Central Civil Services (Pension) Rules, 2021, a superannuated pensioner who attains the age of one hundred years receives an additional pension equal to one hundred percent of basic pension. At this milestone, total pension payout

106. (A) Equally among all surviving eligible family members.
Under Central Civil Services (Pension) Rules, if no valid nomination exists when an employee dies, Death Gratuity is disbursed equally among all surviving eligible family members defined under rules, such as spouse, children, and dependent parents, ensuring fair distribution among heirs.

107. (B) Exempt from Income Tax up to statutory limits
Death Gratuity received by nominees or legal heirs of a deceased central government employee is exempt from Income Tax under Section 10(10) of the Income Tax Act, up to statutory limits prescribed by central government notifications, providing financial relief to surviving family members.

108. (A) Both A and R are true and R is the correct explanation of A
Slab-wise Death Gratuity rates offer higher financial security for shorter service periods compared to retirement gratuity. Guaranteeing a minimum of two times emoluments even for service under one year directly explains how early-career death gratuity protection is enhanced, making Reason R the direct explanation for Assertion A.

109. (A) Government servants appointed on or before 31.12.2003
General Provident Fund (Central Services) Rules, 1960 apply exclusively to central government civilian employees appointed on or before December 31, 2003. Employees appointed after this date are covered under NPS and are ineligible to subscribe to GPF under existing civil service rules.

110. (B) 6% of basic pay
Under General Provident Fund (Central Services) Rules, 1960, a subscriber must mandatorily contribute a minimum of six percent of basic pay monthly to their GPF account during active service, helping accumulate long-term savings for retirement.

111. (B) 100% of basic pay
Under General Provident Fund Rules, the maximum monthly subscription that an employee can contribute to their GPF account in a financial year is one hundred percent of basic pay, subject to recent annual interest taxability threshold limits introduced under Income Tax rules.

112. (B) I, II, III and IV
All four statements are correct under GPF Rules. Temporary advances are refundable in installments, non-refundable withdrawals are permitted after twelve years service for specified purposes, interest is declared quarterly/annually by Finance Ministry, and subscriptions must stop three months prior to superannuation.

113. (B) 3 months before superannuation
Under General Provident Fund Rules, monthly GPF subscriptions must be mandatorily stopped three months prior to the date of superannuation of the subscriber. This pause allows administrative authorities to finalization accounts, calculate final interest, and process final balance disbursal smoothly.

114. (B) Rs. 2,50,000/-
Under Income Tax rules introduced in Budget 2021, interest earned on annual employee contributions to General Provident Fund exceeding Rs. 2,50,000/- in a financial year is subject to income tax in the hands of the subscriber under the head Income from Other Sources.

115. (C) Up to 90%
Under General Provident Fund (Central Services) Rules, a subscriber who has completed specified service conditions or is within ten years of superannuation can be granted a non-refundable GPF withdrawal up to ninety percent of the balance at credit for purchasing or constructing a house.

116. (C) No, GPF consists of employee contributions plus interest.
The General Provident Fund is a non-contributory provident fund from the employer's side. The government does not add matching contributions to GPF accounts. The fund corpus accumulates strictly through monthly employee contributions along with periodic compound interest declared by the Ministry of Finance.

117. (B) Up to 25%
Under PFRDA regulations governing National Pension System Tier I accounts, a subscriber is permitted to withdraw up to twenty-five percent of their own accumulated contributions

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Allowance applicable on the date of retirement or death. Other allowances like HRA, Transport Allowance, or special pay are excluded from gratuity calculation.

71. (C) Rs. 20 Lakhs
Under Seventh Pay Commission rules embodied in Central Civil Services (Pension) Rules, the maximum statutory ceiling for Retirement Gratuity and Death Gratuity was fixed at Rs. 20 Lakhs. This upper monetary cap applies when Dearness Allowance rates remain below fifty percent of basic pay.

72. (C) 25%
As accepted under Seventh Pay Commission recommendations, whenever Dearness Allowance payable on basic pay rises by fifty percent, the maximum monetary ceiling on Retirement Gratuity and Death Gratuity automatically increases by twenty-five percent, raising the cap from Rs. 20 Lakhs to Rs. 25 Lakhs.

73. (C) 66 half-years
Under Central Civil Services (Pension) Rules, 2021, the maximum number of completed six-monthly periods of qualifying service taken into account for computing Retirement Gratuity is sixty-six half-years (equivalent to thirty-three years of qualifying service). Service beyond sixty-six half-years does not yield additional gratuity accrual.

74. (B) 16.5 times monthly emoluments
Under Central Civil Services (Pension) Rules, Retirement Gratuity payable to a retiring government employee cannot exceed sixteen and a half times monthly emoluments (Basic Pay plus DA). This ceiling aligns with the maximum qualifying service limit of sixty-six six-monthly periods calculated at one-fourth emoluments per period.

75. (B) 5 years
Under Central Civil Services (Pension) Rules, 2021, a government servant must complete a minimum qualifying service of five years to become eligible for Retirement Gratuity upon superannuation or retirement. Employees retiring with less than five years of qualifying service do not qualify for retirement gratuity.

76. (B) Exempt from Income Tax up to statutory limit
Retirement Gratuity received by central government employees upon superannuation under civil service pension rules is fully exempt from Income Tax under Section 10(10) of the Income Tax Act, up to the statutory ceiling mandated by government notifications for central government personnel.

77. (C) 40%
Under Central Civil Services (Commutation of Pension) Rules, 1981, a retiring central government employee has the option to commute a lump sum portion of basic pension up to a maximum limit of forty percent. The remaining sixty percent continues as reduced monthly basic pension payout.

78. (A) Both A and R are true and R is the correct explanation of A
A pensioner who commutes forty percent of basic pension receives reduced monthly pension for fifteen years. On completion of fifteen years from the date commuted value is credited, the commuted portion is fully restored under rules, making Reason R the direct rationale for Assertion A.

79. (D) DR is calculated on full original basic pension.
When a pensioner commutes a portion of basic pension, monthly Dearness Relief adjustments continue to be calculated on the full original basic pension before commutation. Commutation reduces only basic monthly pension payout without causing any reduction in Dearness Relief allowances paid to offset inflation.

80. (D) I, II and III
All three statements are correct under Central Civil Services (Commutation of Pension) Rules, 1981. Applications submitted within one year of retirement require no medical examination, whereas applications after one year require medical fitness approval. Calculations utilize prescribed age-next-birthday commutation factor tables.

81. (B) Commuted Value = Portion Commuted × 12 × Commutation Factor
Under Central Civil Services (Commutation of Pension) Rules, the lump sum commuted value of pension is calculated using the formula:

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types, and decide payout frequencies. Statement IV is incorrect because once an annuity contract is issued post-retirement, the selected option becomes binding and cannot be changed annually.

131. (A) 100% lump sum or 100% annuity option
If an NPS subscriber dies while in service and the family opts for NPS benefits, PFRDA rules allow nominees or legal heirs to receive one hundred percent of accumulated PRAN corpus as a lump sum payout, or utilize it for annuity purchase based on preference.

132. (C) Yes, deferment allowed up to 3 years from superannuation.
Under PFRDA regulations, a superannuating employee can defer the purchase of an annuity for up to three years from the date of superannuation, allowing flexibility to time annuity purchases according to prevailing market interest rates and personal financial planning needs.

133. (B) 50%
The Unified Pension Scheme approved by the Union Cabinet in August 2024 offers an assured pension equal to fifty percent of average basic pay drawn over the last twelve months prior to retirement for employees completing full qualifying service.

134. (C) 25 years
Under the Unified Pension Scheme, the minimum qualifying service required to become eligible for the full assured pension of fifty percent of average basic pay is twenty-five years. Proportionate assured pension is granted for qualifying service between ten and twenty-five years.

135. (C) Rs. 10,000/- per month
Under the Unified Pension Scheme, an assured minimum pension of Rs. 10,000/- per month is guaranteed upon retirement for employees who complete at least ten years of qualifying service, protecting low-tenure staff from inadequate monthly retirement payouts.

136. (C) 60% of employee's pension
Under the Unified Pension Scheme, the assured family pension rate is fixed at sixty percent of the pension drawn by the employee immediately before death, providing social security and monthly income continuity to eligible family members.

137. (B) 18.5%
Under the Unified Pension Scheme approved in August 2024, the central government employer contribution rate is increased to 18.5% of (Basic Pay + DA), while employee contribution remains at 10%, funding the assured pension benefits while maintaining a prudently managed pension reserve.

138. (A) Both A and R are true and R is the correct explanation of A
The Unified Pension Scheme combines assured pension benefits with a contributory model. Employee contribution is ten percent while government contribution rises to 18.5% to fund assured payouts, making Reason R the direct structural explanation for Assertion A.

139. (B) Yes, indexed to CPI-IW aligned with serving employees.
Inflation indexation through Dearness Relief applies to Assured Pension, Assured Family Pension, and Assured Minimum Pension under the Unified Pension Scheme. Payouts are indexed to the Consumer Price Index for Industrial Workers (CPI-IW) in alignment with serving employee DA adjustments.

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140. (B) On-the-spot resolution of chronic pension grievances.
Pension Adalats are organized by government departments to achieve on-the-spot redressal and resolution of chronic, long-pending pension grievances by bringing pensioners, administrative sanctioning officers, pay authorities, and bank representatives together in single interactive forums.

141. (A) Department of Pension and Pensioners' Welfare
The Department of Pension and Pensioners' Welfare under the Ministry of Personnel, Public Grievances and Pensions serves as the nodal central authority that plans, coordinates, and monitors nationwide Pension Adalats across all central ministries and departments.

142. (C) Head of Office with PAO and bank officials for instant resolution
Pension Adalats bring together the Head of Office, Pay and Accounts Officer, and pension disbursing bank representatives in unified sessions. This combined presence enables immediate verification of records, authorization,

statutory monetary limits. However, Reason R states the calculation ceiling, which does not explain why five years service is required.

94. (C) Yes, if departmental or judicial proceedings are pending.
Under Central Civil Services (Pension) Rules, Retirement Gratuity can be withheld upon superannuation if departmental or judicial proceedings are pending against the retiring government servant. Gratuity remains withheld until final orders are issued by competent disciplinary authorities concluding the pending proceedings.

95. (D) Interest at GPF rate for delay beyond 3 months.
When payment of Retirement Gratuity is delayed beyond three months from retirement due to administrative lapses and not attributable to employee fault, interest is payable on delayed gratuity for the period beyond three months at prevailing General Provident Fund interest rates.

96. (C) Not withheld for minor penalty unless pecuniary loss was caused.
Under Central Civil Services (Pension) Rules, Retirement Gratuity is not withheld or forfeited upon conclusion of departmental proceedings resulting in a minor penalty, unless the misconduct directly caused pecuniary loss to government exchequer which requires recovery from gratuity balance.

97. (C) 33 years
Incremental Retirement Gratuity accrues up to a maximum of thirty-three completed years of qualifying service (sixty-six six-monthly periods). Qualifying service rendered beyond thirty-three years does not yield additional gratuity accrual, matching the maximum limit of 16.5 times monthly emoluments.

98. (D) Counted as one completed six-month period
While computing qualifying service for Retirement Gratuity under Central Civil Services (Pension) Rules, 2021, a fraction of a year equal to three months and above (up to six months) is rounded off and counted as one completed six-month period of service.

99. (B) Rule 45
Rule 45 of the Central Civil Services (Pension) Rules, 2021 specifically governs the provisions, calculation formulas, eligibility conditions, and administrative procedures for the grant of Retirement Gratuity and Death Gratuity to central government employees across departments.

100. (B) Rs. 22,50,000/-
Emoluments equal Basic Pay (Rs. 1,00,000/-) plus 50% DA (Rs. 50,000/-), totaling Rs. 1,50,000/-. Retirement Gratuity formula is $1/4 \times \text{Emoluments} \times 60$ half-years $= 1/4 \times 1{,}50{,}000 \times 60 =$ Rs. 22,50,000/-. Since DA is 50%, the ceiling is Rs. 25 Lakhs, making Rs. 22,50,000/- fully payable.

101. (A) 2 times of monthly emoluments
Under Seventh Pay Commission rules embodied in CCS (Pension) Rules, 2021, if a government servant dies while in service during the first year of qualifying service (less than one year service), Death Gratuity is paid at two times monthly emoluments to eligible nominees.

102. (B) 6 times monthly emoluments
Under Central Civil Services (Pension) Rules, 2021, if a government servant dies in service after completing one year or more but less than five years of qualifying service, Death Gratuity is payable to eligible family members at six times monthly emoluments.

103. (B) 12 times monthly emoluments
If a central government servant dies in service after completing five years or more but less than eleven years of qualifying service, Death Gratuity is calculated and paid at twelve times monthly emoluments under Central Civil Services (Pension) Rules, 2021.

104. (B) 20 times monthly emoluments
Under Central Civil Services (Pension) Rules, 2021, when a government employee dies while in service after completing eleven years or more but less than twenty years of qualifying service, Death Gratuity is payable at twenty times monthly emoluments.

105. (D) Half of monthly emoluments for each six-month period (max 33 times).
For qualifying service of twenty years or more, Death Gratuity is calculated at half of monthly emoluments for each completed six-month period of service, subject to a maximum limit of thirty-three times monthly emoluments or monetary ceiling limits, whichever is lower.

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Commuted Value equals Monthly Pension Portion Commuted multiplied by twelve multiplied by the applicable Commutation Factor corresponding to age next birthday from official tables.

82. (D) Date of credit of commuted lump sum into pensioner's bank account
Reduction in monthly basic pension on account of commutation takes effect from the exact date on which the commuted lump sum value is credited into the pensioner's bank account, or from the date of retirement if commuted value is paid simultaneously upon superannuation.

83. (A) Family pension is paid without deduction for commuted portion.
If a pensioner who commuted a portion of basic pension dies before completing the fifteen-year restoration period, no recovery of the commuted portion is made from the family pension. Family pension is paid to the eligible family member at full prescribed rates without any commuted amount deduction.

84. (B) Rs. 30,000/-
The Principal has a basic pension of Rs. 50,000/- per month and commutes the maximum permissible forty percent. Commuted amount equals forty percent of Rs. 50,000/-, which is Rs. 20,000/-. Subtracting Rs. 20,000/- from Rs. 50,000/- leaves a reduced monthly basic pension of Rs. 30,000/-.

85. (B) 30% of last pay drawn
Under Central Civil Services (Pension) Rules, 2021, the normal rate of Family Pension payable to an eligible family member is calculated at thirty percent of last basic pay drawn by the deceased government servant, subject to prescribed statutory minimum and maximum monthly payout limits.

86. (B) 50% of last pay drawn
Under Central Civil Services (Pension) Rules, 2021, the enhanced rate of Family Pension is equal to fifty percent of last basic pay drawn by the deceased government servant (or equal to basic pension, whichever is lower), providing higher immediate financial assistance to bereaved families.

87. (C) 10 years without age restriction
Under current Central Civil Services (Pension) Rules, enhanced family pension is payable for a period of ten years following the death of an employee in service or pensioner, without any age restriction cap, after which family pension reverts to the normal rate of thirty percent.

88. (B) I, III and IV only
Statements I, III, and IV are correct under CCS (Pension) Rules, 2021. Statement II is incorrect because unmarried, widowed, or divorced daughters can receive family pension beyond twenty-five years until they marry, remarry, or earn a monthly income exceeding minimum family pension plus DR.

89. (C) 25 years or until married/earning livelihood
Under Central Civil Services (Pension) Rules, an unmarried son who does not suffer from bodily or mental disability is eligible to receive Family Pension until he attains twenty-five years of age, or until he gets married, or starts earning a livelihood, whichever event occurs earliest.

90. (A) Monthly income not exceeding Minimum Family Pension plus DR
For dependent family members (other than spouse) to qualify for Family Pension under CCS (Pension) Rules, their monthly earning from all sources must not exceed the Minimum Family Pension specified by government (Rs. 9,000/-) plus applicable Dearness Relief adjustments.

91. (B) Yes, surviving spouse can draw both subject to ceiling rules.
If both husband and wife are government employees covered under pension rules, upon the death of one, the surviving spouse is entitled to draw family pension in addition to their own pension or family pension, subject to overall statutory financial ceiling limits prescribed under rules.

92. (A) 1 year
Under revised CCS (Pension) Rules, 2021, if a government servant dies while in service after completing one year of continuous service, the family is eligible for enhanced family pension at fifty percent of last pay drawn for ten years without requiring seven years minimum service.

93. (B) Both A and R are true but R is not the correct explanation of A
Both statements are correct under Central Civil Services (Pension) Rules. Retirement Gratuity requires five years qualifying service, and payout is capped at 16.5 times monthly emoluments or

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as partial withdrawal during service for specified emergency or life-event purposes.

118. (B) 3 years
To become eligible for the first partial withdrawal from an NPS Tier I account, a subscriber must have completed a minimum lock-in tenure of three years from the date of joining the National Pension System under PFRDA regulatory guidelines.

119. (B) 3 times
Under PFRDA regulations, an NPS subscriber is allowed a maximum of three partial withdrawals from their Tier I account during the entire service tenure, with minimum required time gaps between successive withdrawal requests except under emergency medical conditions.

120. (C) Speculative stock market trading
Speculative stock market trading is not an eligible purpose for partial withdrawal from NPS Tier I. PFRDA rules permit partial withdrawals strictly for specific reasons, including higher education or marriage of children, purchasing first residential property, or treating specified critical illnesses.

121. (C) 60%
Upon superannuation at age sixty, an NPS subscriber can withdraw up to a maximum of sixty percent of the total accumulated Tier I corpus as a lump sum payout. Under current tax laws, this entire sixty percent lump sum withdrawal is fully exempt from income tax.

122. (C) Rs. 5 Lakhs
Under PFRDA regulations, if the total accumulated corpus in an NPS Tier I account is equal to or less than Rs. 5 Lakhs at the time of normal superannuation, the subscriber has the option to withdraw one hundred percent of the corpus as lump sum without purchasing an annuity.

123. (A) Both A and R are true and R is the correct explanation of A
Upon premature exit from NPS before superannuation, a subscriber must utilize at least eighty percent of accumulated corpus to purchase an annuity. PFRDA mandates this higher retention percentage to ensure long-term monthly income security, making Reason R the direct explanation for Assertion A.

124. (B) Rs. 2.5 Lakhs
Under PFRDA guidelines, if a subscriber opts for premature exit from NPS before superannuation and the total accumulated Tier I corpus is equal to or less than Rs. 2.5 Lakhs, the subscriber can withdraw one hundred percent of corpus as lump sum without annuity purchase.

125. (B) 40%
Upon normal superannuation retirement under NPS, a subscriber must mandatorily utilize at least forty percent of accumulated Tier I corpus to purchase an annuity from an empanelled Annuity Service Provider to secure regular monthly pension income post-retirement.

126. (C) PFRDA-registered Annuity Service Providers (ASPs)
Annuity schemes under the National Pension System are issued and administered by Annuity Service Providers (life insurance companies) registered and empanelled by PFRDA. These ASPs receive the designated annuity purchase corpus and disburse regular monthly pensions directly to retirees.

127. (D) Annuity: Rs. 16 Lakhs (40%); Lump sum: Rs. 24 Lakhs (60%)
On a Rs. 40 Lakhs corpus, maximum tax-free lump sum withdrawal is sixty percent, which equals Rs. 24 Lakhs. The remaining mandatory minimum forty percent, equal to Rs. 16 Lakhs, must be utilized to purchase an annuity scheme from an empanelled Annuity Service Provider.

128. (C) Exempt from Income Tax under Section 10(12A)
Lump sum withdrawal up to sixty percent of total accumulated NPS corpus upon superannuation or exit is completely exempt from Income Tax under Section 10(12A) of the Income Tax Act, providing tax-efficient retirement capital to subscribers.

129. (B) Annuity for life with return of purchase price
The annuity option structured as 'Annuity for life with return of purchase price' pays regular monthly pension to the subscriber throughout their lifetime, and upon the subscriber's death, refunds one hundred percent of original capital purchase price back to designated nominees.

130. (B) I, II and III only
Statements I, II, and III are correct. Subscribers can choose empanelled ASPs, select annuity

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effectively doubles, reaching two hundred percent of original basic pension.

60. (D) I, II and III
All three statements are correct under Central Civil Services (Pension) Rules, 2021. Basic pension is computed at fifty percent of last pay or average emoluments. Linkage of full pension to thirty-three years of qualifying service was unlinked post-2006, and ten years remains the mandatory minimum qualifying service required to earn pension.

61. (A) Treated as one completed six-month period
While calculating qualifying service in completed six-monthly periods under Central Civil Services (Pension) Rules, 2021, a fraction of a year equal to three months and above is rounded up and treated as one completed six-month period. Fractions below three months are disregarded in final qualifying service calculations.

62. (C) Period of unauthorized absence treated as 'dies-non'
Periods of duty, authorized leave with salary, and approved deputation count as qualifying service for pension under civil service rules. Conversely, any period of unauthorized absence explicitly declared and ordered as 'dies-non' by the competent authority is completely excluded and does not count as qualifying service for pension benefits.

63. (A) Both A and R are true and R is the correct explanation of A
Under Central Civil Services (Pension) Rules, Extraordinary Leave granted on medical certificates automatically counts as qualifying service. EOL without medical certificate is excluded unless specifically sanctioned by competent authority for higher scientific or technical studies, making Reason R the direct statutory explanation for Assertion A.

64. (C) It does not count as qualifying service.
Under Central Civil Services (Pension) Rules, 2021, service rendered by a government employee prior to attaining the age of eighteen years does not count as qualifying service for pensionary benefits. Qualifying service calculations begin strictly from the date the employee attains eighteen years of age or joins service thereafter.

65. (B) 5 years
Under Central Civil Services (Pension) Rules, 2021, a government servant who is retired on medical grounds due to bodily or mental infirmity that permanently incapacitates them for service is eligible for Invalid Pension, provided they have completed a mandatory minimum qualifying service of five years.

66. (B) 55 half-year periods
Total service from July 15, 1995 to July 31, 2023 is 28 years and 16 days (56 half-year periods). Deducting 6 months (1 half-year) of non-qualifying EOL leaves 27 years and 6 months of net qualifying service, which equals exactly 55 completed six-monthly periods for pension computation.

67. (A) Resignation entails forfeiture of past service unless taken up with proper permission.
Under Rule 26 of Central Civil Services (Pension) Rules, 2021, resignation from a service or post entails forfeiture of entire past service. Past service is preserved only if resignation is submitted to take up another government appointment with proper official permission through technical resignation procedures.

68. (C) If the competent authority expressly orders it upon finalization.
Period spent under suspension counts as qualifying service for pension only if the competent administrative authority explicitly issues an order to that effect upon finalization of disciplinary or judicial proceedings, specifying whether the suspension period shall be treated as duty or qualifying service under relevant rules.

69. (A) 1/4th of monthly emoluments for each completed six-month period
Under Central Civil Services (Pension) Rules, 2021, Retirement Gratuity is calculated at the rate of one-fourth of monthly emoluments for each completed six-month period of qualifying service. This formula rewards longer service up to statutory maximum limits on qualifying periods and overall financial ceilings.

70. (D) Basic Pay + Dearness Allowance applicable on retirement/death
For calculating Retirement Gratuity and Death Gratuity under Seventh Pay Commission recommendations, 'emoluments' include basic pay drawn in the post plus Dearness

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and on-the-spot resolution of complex pension sanction or payment delay grievances.

143. (D) CPENGRAMS
CPENGRAMS (Centralized Pension Grievance Redress and Monitoring System) is the dedicated online portal developed by DoPPW that functions as a single window platform for central government pensioners to register, track, and resolve pension-related grievances online.

144. (C) Delays in PPO issuance, family pension sanction, or commutation
Pension Adalats focus specifically on resolving chronic pension operational grievances, such as delay in issuing Pension Payment Orders, pending sanction of family pension, revision of pension post-pay commission, delayed commutation credits, and non-payment of gratuity or Dearness Relief arrears.

145. (A) 21-30 days
Under guidelines issued by the Department of Pension and Pensioners' Welfare, the standard mandated time frame for examining, processing, and disposing of pension grievances registered on CPENGRAMS or taken up in Pension Adalats is 21 to 30 days.

146. (D) Form 1 / Form 2 (Nomination Form)
Under Central Civil Services (Pension) Rules, Form 1 and Form 2 are the prescribed statutory nomination forms submitted by government employees to nominate persons eligible to receive Death-cum-Retirement Gratuity and other terminal benefits in the event of death.

147. (A) No, nomination can only be made in favour of family members.
Under Central Civil Services (Pension) Rules, a government servant who has a family can make a nomination for Death Gratuity exclusively in favour of one or more members of their family. Nominations in favour of non-family members are legally invalid if family exists.

148. (C) The old nomination becomes invalid and fresh nomination must be submitted.
Under CCS (Pension) Rules, a nomination for Death Gratuity made by an unmarried employee becomes invalid automatically upon subsequent marriage. The employee must formally submit a fresh nomination specifying family members after acquiring a family through marriage.

149. (A) It passes to the surviving nominee or eligible family members.
If one of the nominated children predeceases the government employee and nomination is not formally updated before death, the share of the deceased nominee passes to the surviving nominee child or is distributed among eligible family members under pension rules.

150. (A) Form 3
Under Rule 54/CCS (Pension) Rules, 2021, Form 3 is the mandatory statutory form filled by government servants to furnish complete details of family members. This form is maintained in service records to determine official eligibility for Family Pension disbursal.

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CHAPTER 18
Human Rights

1. Which philosopher's theory of natural rights directly served as a foundational conceptual precursor to modern human rights frameworks by asserting that individuals possess inherent rights to life, liberty, and property?
(A) Thomas Hobbes
(B) John Locke
(C) Jean-Jacques Rousseau
(D) Immanuel Kant

2. Human rights are characterized as 'inalienable'. What does this fundamental characteristic imply in an administrative and legal context?
(A) Rights can be surrendered voluntarily through a written administrative contract
(B) Rights can be revoked by the State during administrative emergencies
(C) Rights are granted exclusively to citizens by virtue of legislative enactments
(D) Rights cannot be taken away or transferred from an individual under any circumstances, except according to due process of law

3. The concept of 'indivisibility and interdependence' of human rights signifies that:
(A) The enjoyment of one human right depends upon the realization of all other rights, and no right is superior to another
(B) Civil and political rights take legal precedence over economic and cultural rights
(C) Economic rights must be fully achieved before civil rights can be claimed
(D) Rights are divisible into distinct operational tiers based on economic development of the state

4. Consider the following statements regarding the conceptual dimensions of human rights:
I. First-generation rights are primarily civil and political rights that protect individuals from State overreach.
II. Second-generation rights pertain to socio-economic and cultural aspects, requiring positive action by the State.
III. Third-generation rights focus on collective and solidarity rights, such as environmental and developmental rights.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

5. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Human rights are universally applicable to all human beings regardless of nationality, sex, national or ethnic origin, color, religion, or language.
Reason (R): Universalism of human rights implies that cultural relativism cannot be used as a justification to systematically deny or limit fundamental human dignities.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. Which historic international document, adopted in 1215, established for the first time the principle that everyone, including the sovereign, is subject to the rule of law?
(A) The Declaration of the Rights of Man and of the Citizen
(B) The English Bill of Rights
(C) The US Declaration of Independence
(D) The Magna Carta

7. The foundational framework of modern human rights shifts from 'duties to the sovereign' to 'inherent dignity of the human person'. This paradigm shift is primarily codified in international law by:
(A) The Treaty of Versailles (1919)
(B) The UN Charter (1945)
(C) The Geneva Conventions (1864)
(D) The Declaration of Philadelphia (1944)

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8. In the structural classification of human rights, which of the following rights is classified as a negative right?
(A) Right to free and compulsory primary education
(B) Right to adequate healthcare, food, and social security
(C) Right against arbitrary arrest and detention
(D) Right to clean drinking water and safe sanitation

9. Which historical milestone led directly to the creation of the United Nations Organization and the subsequent drafting of the Universal Declaration of Human Rights?
(A) The First World War and the dissolution of empires
(B) The Cold War tension between Western and Eastern blocs
(C) The decolonization movement across Asia and Africa in the late 1950s
(D) The atrocities and mass destruction witnessed during World War II

10. Who served as the Chair of the United Nations Human Rights Commission responsible for drafting the Universal Declaration of Human Rights (UDHR)?
(A) Eleanor Roosevelt
(B) Rene Cassin
(C) Charles Malik
(D) John Peters Humphrey

11. The Universal Declaration of Human Rights (UDHR) was formally adopted by the United Nations General Assembly on which date?
(A) 24th October 1945
(B) 10th December 1948
(C) 26th January 1950
(D) 15th August 1947

12. Which famous Indian delegate to the UN Commission on Human Rights played a pivotal role in changing the phrase "All men are born free and equal" to "All human beings are born free and equal" in Article 1 of the UDHR?
(A) Sarojini Naidu
(B) Hansa Mehta
(C) Vijayalakshmi Pandit
(D) Sucheta Kripalani

13. Which statement correctly describes the legal nature of the Universal Declaration of Human Rights (UDHR) at the time of its adoption in 1948?
(A) It was a non-binding UN General Assembly resolution setting common standards
(B) It was a legally binding international treaty imposing mandatory sanctions on signatory sovereign nations
(C) It was a formal constitutional amendment to the Charter of the UN requiring national legislative ratification
(D) It was an enforceable executive directive issued directly by the UN Security Council to all sovereign states

14. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Although the UDHR was adopted as a non-binding resolution, many of its provisions are now recognized as rules of customary international law.
Reason (R): State practice and international consensus over decades have transformed the core principles of the UDHR into binding obligations under jus cogens norms.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

15. How many Articles are contained in the Universal Declaration of Human Rights (UDHR)?
(A) 25 Articles
(B) 30 Articles
(C) 40 Articles
(D) 54 Articles

16. Which Article of the Universal Declaration of Human Rights explicitly affirms that "Everyone has the right to education" and specifies that education shall be free, at least in the elementary and fundamental stages?
(A) Article 21
(B) Article 23
(C) Article 26
(D) Article 28

17. Under Article 26(3) of the UDHR, who has the prior right to choose the kind of education that shall be given to their children?
(A) The State Education Board
(B) The Parents
(C) The Local School Management Committee

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violations without invoking general exemption clauses routinely.
Reason (R): The proviso to Section 24 of the RTI Act explicitly states that information pertaining to allegations of human rights violations shall not be excluded.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

79. A female student belonging to an economically weaker section (EWS) reports to the Principal that she is routinely humiliated by a teacher in front of the class due to her background and non-payment of voluntary activity charges. What is the most appropriate action required of the Principal under human rights and statutory norms?
(A) Advise the student's family to pay the required voluntary activity charges immediately to prevent further interpersonal conflict in class
(B) Transfer the female student to a neighboring government school to resolve the administrative conflict quietly without public publicity
(C) Dismiss the student's complaint as a minor classroom management issue and instruct both parties to resolve their personal dispute
(D) Order an inquiry, stop comments, prevent discrimination, and discipline the teacher if substantiated

80. The primary supervisory and leadership responsibility of a School Principal in upholding human rights on campus involves:
(A) Delegating all physical safety and child protection responsibilities entirely to individual class teachers and administrative assistants
(B) Maintaining absolute focus on achieving high academic examination pass percentages while ignoring administrative and interpersonal conflicts
(C) Ensuring a safe, inclusive environment, complying with protection laws, and acting on violations
(D) Enforcing strict authoritarian administrative rules and punitive measures that restrict all forms of student feedback and expression

81. Under the Delhi School Education Act and Rules (DSEA&R) 1973, school administration must ensure that every child admitted to the school is treated with:
(A) Strict military-style administrative regimentation and mandatory compliance procedures
(B) Equal opportunity, human dignity, and protection against discrimination
(C) Differential privilege and varied academic treatment based on the socio-economic status of parents
(D) Absolute personal autonomy and total freedom without any institutional administrative supervision

82. In establishing an inclusive school environment for Children with Special Needs (CwSN) as mandated by the Rights of Persons with Disabilities (RPwD) Act 2016, consider the following administrative requirements:
I. Creation of barrier-free physical infrastructure (ramps, accessible toilets).
II. Provision of reasonable accommodation and assistive learning devices.
III. Exemption of CwSN from all social interaction and co-curricular activities.
IV. Equal participation in academic and extra-curricular school life.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) I, II and IV only
(C) II, III and IV only
(D) I, III and IV only

83. A transgender student seeks admission in Class 9 in a government school. The administrative staff hesitates to process the application, citing the lack of a 'transgender' category option in physical registers. What should the Principal do to uphold human rights law and judicial mandates?
(A) Admit under Transgender category, update records, and ensure non-discrimination
(B) Deny admission indefinitely until the central ministry formally issues a revised standardized physical admission register for schools
(C) Advise the student to enroll in distance education or open schooling systems rather than seeking regular physical classroom admission
(D) Require the student to select strictly between male or female binary categories on

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(A) Union Minister of Law and Justice
(B) Speaker of the House of the People (Lok Sabha)
(C) Union Minister of Home Affairs
(D) Leader of the Opposition in the House of the People (Lok Sabha)

27. Under Section 6 of the Protection of Human Rights Act, 1993 (as amended in 2019), what is the tenure of the Chairperson and Members of the NHRC?
(A) 5 years or until the age of 70 years, whichever is earlier
(B) 3 years or until the age of 70 years, whichever is earlier
(C) 5 years or until the age of 65 years, whichever is earlier
(D) 3 years or until the age of 65 years, whichever is earlier

28. Which section of the Protection of Human Rights Act, 1993 lays down the provisions regarding the removal of a Member of the NHRC by the President of India on grounds of proved misbehaviour or incapacity after an inquiry by the Supreme Court?
(A) Section 4
(B) Section 5
(C) Section 7
(D) Section 10

29. While inquiring into complaints under the Protection of Human Rights Act, 1993, the National Human Rights Commission (NHRC) has all the powers of a:
(A) Civil Court trying a civil suit under the Code of Civil Procedure
(B) Criminal Court trying a case under the Code of Criminal Procedure
(C) Revenue Court exercising powers under state land revenue codes
(D) High Court exercising original extraordinary writ jurisdiction

30. Consider the following statements regarding procedural powers of the National Human Rights Commission (NHRC) while investigating a matter:
I. Summoning and enforcing the attendance of witnesses and examining them on oath.
II. Requiring the discovery and production of any document.
III. Punishing offenders directly by imposing criminal imprisonment up to three years.
IV. Requisitioning any public record or copy thereof from any court or office.
Which of the above statement(s) is/are correct?
(A) I, II and III only
(B) I, II and IV only
(C) II, III and IV only
(D) I, III and IV only

31. Under Section 36(2) of the Protection of Human Rights Act, 1993, the National Human Rights Commission shall NOT inquire into any matter if the complaint is filed after the expiry of:
(A) 6 months from the date on which the act constituting violation of human rights is alleged to have been committed
(B) 1 year from the date on which the act constituting violation of human rights is alleged to have been committed
(C) 2 years from the date on which the act constituting violation of human rights is alleged to have been committed
(D) 3 years from the date on which the act constituting violation of human rights is alleged to have been committed

32. What is the nature of recommendations made by the National Human Rights Commission (NHRC) to the government or concerned authority upon completion of an inquiry?
(A) Legally binding directives that must execute automatically without requiring prior state government sanction
(B) Mandatory judicial orders directly enforceable through statutory contempt of court proceedings initiated by NHRC
(C) Advisory in nature, requiring the government to send an action taken report within one month
(D) Non-binding policy suggestions that do not require any formal written response or action report from the government

33. Can the National Human Rights Commission (NHRC) directly inquire into a human rights violation matter that is already pending before a State Human Rights Commission (SHRC)?
(A) Yes, the NHRC possesses complete overriding statutory jurisdiction and can take over any pending case at any procedural stage
(B) No, Section 36(1) explicitly bars NHRC from inquiring into matters pending before a State or statutory Commission
(C) Yes, provided the aggrieved complainant files a formal statutory appeal to the NHRC

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against the order of the State Commission
(D) Yes, provided the transfer of the pending matter is formally approved by the Union Ministry of Home Affairs in writing

34. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The NHRC can intervene in any proceeding involving any allegation of violation of human rights pending before a court with the approval of such court.
Reason (R): The primary objective of the NHRC is to act as a parallel judicial body capable of overturning decisions of High Courts and the Supreme Court.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

35. According to Chapter V of the Protection of Human Rights Act, 1993, a State Human Rights Commission (SHRC) is constituted by:
(A) The State Government via official gazette notification
(B) The President of India acting on the advice of the Union Cabinet
(C) The Governor of the State issuing an executive administrative order
(D) The Chief Justice of the State High Court through a judicial decree

36. Who appoints the Chairperson and Members of a State Human Rights Commission (SHRC)?
(A) The Chief Minister of the State
(B) The President of India on the advice of the Chief Justice of India
(C) The Governor of the State by warrant under his hand and seal
(D) The Chairperson of the National Human Rights Commission

37. Consider the following members of the Committee on whose recommendation the Governor appoints the Chairperson and Members of a State Human Rights Commission:
I. Chief Minister of the State (Chairperson)
II. Speaker of the Legislative Assembly
III. Minister in-charge of the Department of Home in that State
IV. Leader of the Opposition in the Legislative Assembly
Which of the above statement(s) is/are correct regarding the Committee's composition?
(A) I and II only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

38. Although the Chairperson and Members of a State Human Rights Commission are appointed by the Governor, they can be removed from office ONLY by:
(A) The Governor of the State
(B) The Chief Minister of the State
(C) The Chief Justice of the High Court
(D) The President of India

39. Can a State Human Rights Commission (SHRC) inquire into violations of human rights relating to matters enumerated in List I (Union List) of the Seventh Schedule to the Constitution of India?
(A) Yes, the SHRC possesses full concurrent jurisdiction over all legislative items enumerated in List I, List II, and List III
(B) No, SHRC can only inquire into matters under List II (State List) and List III (Concurrent List)
(C) Yes, provided the State Legislative Assembly passes a special statutory resolution approving such inquiry by two-thirds majority
(D) No, unless such administrative power is specifically delegated in writing by the National Human Rights Commission

40. In the National Capital Territory of Delhi, human rights complaints under the Protection of Human Rights Act, 1993 fall under the territorial jurisdiction of:
(A) Delhi State Human Rights Commission duly constituted under Section 21 of the Protection of Human Rights Act
(B) High Court of Delhi exercising original jurisdiction and acting directly as a designated Human Rights Court
(C) National Human Rights Commission directly, or as notified by the Central Government
(D) Lokayukta of the National Capital Territory of Delhi exercising its statutory anti-corruption jurisdiction

41. Section 30 of the Protection of Human Rights Act, 1993 provides for the specification of a Court of Session in each district to act as a:

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(A) Juvenile Justice Board
(B) Special Criminal Court
(C) Administrative Tribunal
(D) Human Rights Court

42. For every Human Rights Court specified under Section 30 of the Protection of Human Rights Act, 1993, the State Government appoints a Special Public Prosecutor who must have been in practice as an advocate for not less than:
(A) 3 years
(B) 5 years
(C) 7 years
(D) 10 years

43. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The Protection of Human Rights Act, 1993 was enacted to provide for the constitution of a National Human Rights Commission, State Human Rights Commissions, and Human Rights Courts for better protection of human rights.
Reason (R): Human rights under Section 2(1)(d) of the Act are defined as rights relating to life, liberty, equality, and dignity of the individual guaranteed by the Constitution or embodied in International Covenants and enforceable by courts in India.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

44. Under Section 2(1)(f) of the Protection of Human Rights Act, 1993, "International Covenants" specifically refers to the International Covenant on Civil and Political Rights (ICCPR) and:
(A) Universal Declaration of Human Rights (UDHR)
(B) International Covenant on Economic, Social and Cultural Rights (ICESCR)
(C) Convention on the Rights of the Child (UNCRC)
(D) Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)

45. Consider the following human rights enactments and declarations:
I. Adoption of the Universal Declaration of Human Rights (UDHR)
II. Enactment of the Protection of Human Rights Act in India
III. Adoption of the UN Convention on the Rights of the Child (UNCRC)
IV. Right of Children to Free and Compulsory Education (RTE) Act in India
Which of the following represents the correct chronological sequence of the above events?
(A) I, III, II, IV
(B) I, II, III, IV
(C) III, I, II, IV
(D) I, III, IV, II

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46. Which fundamental principle under child rights discourse posits that "children are not merely objects belonging to parents nor passive recipients of charity, but independent individuals holding their own human rights"?
(A) Principle of Best Interest of the Child
(B) Principle of Progressive Realization
(C) Child Rights-Based Approach (CRBA)
(D) Principle of Parens Patriae

47. In the Indian Constitutional framework, which fundamental right explicitly prohibits the employment of children below the age of fourteen years in any factory, mine, or other hazardous employment?
(A) Article 21A
(B) Article 23
(C) Article 24
(D) Article 39(e)

48. Article 39(f) of the Directive Principles of State Policy in the Constitution of India mandates that the State shall direct its policy towards securing that:
(A) Free, mandatory, and compulsory education is systematically provided to all children up to 14 years of age within ten years
(B) Early childhood care, pre-primary education, and nutrition are provided for all children until they complete six years
(C) Children are given opportunities and facilities to develop in a healthy manner with freedom and dignity
(D) Childhood and youth are protected against exploitation and against moral and material abandonment by state and private agencies

49. The United Nations Convention on the Rights of the Child (UNCRC) was adopted by the UN General Assembly in which year?
(A) 1981
(B) 1989

(C) 1992
(D) 1995

50. In which year did the Government of India ratify the UN Convention on the Rights of the Child (UNCRC)?
(A) 1989
(B) 1990
(C) 1992
(D) 2005

51. Consider the following underlying principles of the UN Convention on the Rights of the Child (UNCRC):
I. Non-discrimination (Article 2)
II. Best interests of the child (Article 3)
III. Right to life, survival and development (Article 6)
IV. Respect for the views of the child (Article 12)
Which of the above statement(s) is/are correct regarding the core general principles of UNCRC?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

52. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Under Article 12 of the UNCRC, children who are capable of forming their own views have the right to express those views freely in all matters affecting them.
Reason (R): The views of the child must be given due weight in accordance with the age and maturity of the child.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

53. Under Article 1 of the UNCRC, a child is defined as every human being below the age of:
(A) 14 years, as defined under traditional labor legislation standards for light work
(B) 16 years, as defined under older juvenile justice frameworks for criminal responsibility
(C) 18 years, unless under applicable law majority is attained earlier
(D) 21 years, as defined under universal legal adulthood standards for legal competence

54. Which of the following categorized groupings represents the classic '4 Ps' framework of Child Rights embodied in the UNCRC?
(A) Protection, Provision, Participation, and Prevention frameworks
(B) Protection, Punishment, Provision, and Paternalistic policies
(C) Participation, Prosperity, Protection, and Pedagogical measures
(D) Survival, Protection, Development, and Participation

55. Article 28 of the UN Convention on the Rights of the Child (UNCRC) requires State Parties to make primary education:
(A) Optional and subsidised
(B) Free and compulsory for all
(C) Fully privatized under state regulation
(D) Merit-based through national competitive tests

56. Article 28(2) of the UNCRC explicitly mandates that State Parties shall take all appropriate measures to ensure that school discipline is administered in a manner:
(A) Dictated entirely by local cultural traditions and informal institutional norms
(B) Left to the absolute discretionary authority of the school Principal without statutory intervention
(C) Consistent with the child's human dignity and the present Convention
(D) Involving immediate expulsion for minor infractions to maintain overall institutional order

57. In India, which statutory apex body was established under an Act of Parliament in 2007 to protect and promote child rights including monitoring the implementation of the RTE Act, 2009 and POCSO Act, 2012?
(A) National Human Rights Commission (NHRC)
(B) Central Social Welfare Board (CSWB)
(C) National Council of Educational Research and Training (NCERT)
(D) National Commission for Protection of Child Rights (NCPCR)

58. Under Section 31 of the Right of Children to Free and Compulsory Education (RTE) Act, 2009, which body is entrusted with the task of monitoring the child's right to education?
(A) NCPCR and the respective State

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Commissions for Protection of Child Rights
(B) Central Advisory Board of Education acting in consultation with State Education Departments
(C) Central Board of Secondary Education along with state secondary education boards
(D) Directorate of Education functioning under the respective State and UT Administrations

59. Which Constitutional Amendment Act inserted Article 21A into the Constitution of India, making free and compulsory education a Fundamental Right for children aged 6 to 14 years?
(A) 42nd Constitutional Amendment Act, 1976
(B) 44th Constitutional Amendment Act, 1978
(C) 86th Constitutional Amendment Act, 2002
(D) 91st Constitutional Amendment Act, 2003

60. Article 51A(k) of the Constitution of India, added by the 86th Constitutional Amendment Act 2002, places a Fundamental Duty on:
(A) The State Government to construct accessible primary schools within a 1 km walking distance of every neighborhood
(B) A parent or guardian to provide education opportunities to their child aged 6 to 14 years
(C) School teachers and academic staff to maintain strict daily attendance registers for all enrolled students
(D) Private unaided school managements to reserve at least 25% of entry-level seats for weaker sections

61. Under Section 17 of the Right of Children to Free and Compulsory Education (RTE) Act, 2009, consider the following practices:
I. Physical punishment
II. Mental harassment
III. Screening procedures for admission of children
IV. Capitation fee
Which of the above statement(s) is/are correct regarding practices strictly prohibited in schools?
(A) I and II only
(B) III and IV only
(C) I, II and IV only
(D) I, II, III and IV

62. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The Right to Education is a foundational human right that acts as a 'multiplier right' enabling the realization of all other human rights.
Reason (R): Education empowers individuals, promotes socio-economic mobility, and equips citizens to understand and assert their legal and political rights.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

63. Under Section 12(1)(c) of the RTE Act 2009, unaided non-minority private schools are required to admit in Class I (or pre-school stage), to the extent of at least what percentage of the strength of that class, children belonging to weaker sections and disadvantaged groups?
(A) 10%
(B) 15%
(C) 25%
(D) 33%

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64. A Principal of a recognized government-aided school denies admission to a child on the ground that the child does not possess a formal birth certificate. Is the Principal's action legally sustainable under the RTE Act 2009?
(A) Yes, age proof through an official birth certificate is strictly mandatory for institutional record keeping under state rules
(B) Yes, provided the Principal grants written conditional permission for late document submission within 15 days
(C) No, Section 14 of the RTE Act prohibits denying admission for lack of age proof
(D) Yes, provided the school management committee passes a formal administrative resolution approving the rejection

65. Under Section 16 of the RTE Act 2009 (as amended in 2019), regarding the 'no-detention policy':
(A) No child can be detained under any circumstances whatsoever until the successful completion of elementary education up to Class 8
(B) Regular exams are held in Class 5 and 8; after re-exam failure, the State may allow detention
(C) Mandatory detention is enforced for any student who fails to score a minimum of 33% marks in Class 3, Class 5, and Class 8 exams
(D) School authorities are fully empowered to

(D) The Institutional Head / Principal

18. Which Article of the UDHR prohibits slavery and the slave trade in all their forms?
(A) Article 3
(B) Article 4
(C) Article 5
(D) Article 6

19. Article 5 of the Universal Declaration of Human Rights mandates that:
(A) No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment
(B) Everyone has the right to recognition everywhere as a person before the law
(C) All are equal before the law and are entitled without any discrimination to equal protection of the law
(D) No one shall be subjected to arbitrary arrest, detention or exile

20. Match the Articles of the UDHR in List I with their respective subject matters in List II:
List I: (Article of UDHR)
P. Article 12
Q. Article 19
R. Article 23
S. Article 24
List II: (Subject Matter)
1. Right to privacy, family, home and correspondence
2. Right to freedom of opinion and expression
3. Right to work and equal pay for equal work
4. Right to rest, leisure and reasonable limitation of working hours
(A) P-1, Q-2, R-3, S-4
(B) P-2, Q-1, R-4, S-3
(C) P-1, Q-3, R-2, S-4
(D) P-3, Q-2, R-1, S-4

21. Which Article of the UDHR states that "Everyone has the right to freedom of thought, conscience and religion"?
(A) Article 18
(B) Article 19
(C) Article 20
(D) Article 22

22. According to Article 26(2) of the UDHR, education shall be directed to which of the following objectives?
I. The full development of the human personality.
II. The strengthening of respect for human rights and fundamental freedoms.
III. The promotion of understanding, tolerance, and friendship among all nations, racial or religious groups.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

23. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Under the Protection of Human Rights Act, 1993, the Chairperson of the National Human Rights Commission (NHRC) must be a person who has been a Chief Justice of India or a Judge of the Supreme Court.
Reason (R): The Protection of Human Rights (Amendment) Act, 2019 expanded the eligibility criteria for the NHRC Chairperson to include a former Judge of the Supreme Court in addition to a former Chief Justice of India.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

24. Who among the following is NOT an ex-officio member of the National Human Rights Commission (NHRC) as per the Protection of Human Rights Act, 1993 (as amended in 2019)?
(A) Chairperson of the National Commission for Minorities
(B) Chairperson of the National Commission for Protection of Child Rights
(C) Chief Election Commissioner of India
(D) Chief Commissioner for Persons with Disabilities

25. The Selection Committee responsible for recommending the appointment of the Chairperson and Members of the NHRC to the President of India is headed by:
(A) The Chief Justice of India
(B) The President of the Republic of India
(C) The Union Minister of Home Affairs
(D) The Prime Minister of India

26. Which of the following officials is NOT a member of the Selection Committee for the appointment of NHRC members?

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72. A school management installs CCTV cameras inside student washrooms to curb vandalism and drug abuse, despite strong protests from parents regarding student privacy. Evaluating this situation through the lens of human rights law and judicial precedents:
(A) The school's security measures are legal because institutional safety concerns override individual privacy rights in public educational facilities
(B) The school's policy is valid provided it receives formal approval from a two-thirds majority of the Parent-Teacher Association committee
(C) The school's action is illegal as placing cameras in washrooms violates the Right to Privacy under Article 21
(D) The school's policy is permissible provided prominent warning notices regarding CCTV coverage are displayed outside the premises

73. When a child's human rights are violated within a school, consider the following statutory bodies:
I. National Commission for Protection of Child Rights (NCPCR)
II. Delhi Commission for Protection of Child Rights (DCPCR)
III. National Human Rights Commission (NHRC)
IV. Delhi State Legal Services Authority (DSLSA)
Which of the above can be directly approached for redressal under the law?
(A) I and II only
(B) I, II and III only
(C) II and IV only
(D) I, II, III and IV

74. Under the POCSO Act 2012, if a school employee receives information regarding sexual abuse of a student on school premises, what is the statutory obligation regarding reporting?
(A) Mandatory reporting to the Special Juvenile Police Unit or local police immediately
(B) The employee is required to conduct a thorough internal departmental inquiry before notifying any outside law enforcement authorities
(C) The employee must maintain complete institutional confidentiality to safeguard the reputation and standing of the educational facility
(D) The employee is obligated to report the matter only after obtaining explicit written authorization and consent from the victim's parents

75. Failure to report an offence under Section 19(1) of the Protection of Children from Sexual Offences (POCSO) Act 2012 by an institutional head or employee attracts punishment under Section 21 with imprisonment up to:
(A) 1 month
(B) 3 months
(C) 6 months
(D) 1 year

76. What is the statutory role of the Delhi Commission for Protection of Child Rights (DCPCR) constituted under Section 17 of the Commission for Protection of Child Rights Act, 2005?
(A) To act as an apex academic school board responsible for framing curriculum, conducting annual examinations, and setting academic standards
(B) To review safeguards for child rights, investigate violations, and recommend remedial actions in GNCTD
(C) To directly allocate, manage, and audit the annual financial operating budgets of all Directorate of Education government schools
(D) To conduct competitive recruitment, selection, and posting procedures for school principals and teachers in Delhi government schools

77. Under the POCSO Rules 2020, what mandatory mechanism must every school establish to ensure child safety and redress grievances related to child abuse?
(A) A Child Protection Committee and dedicated complaint drop boxes
(B) A specialized School Management Committee operating without any teacher representation or parental involvement
(C) An external private security audit board authorized to conduct surprise physical inspections of school premises
(D) A permanent institutional disciplinary committee headed directly by the local police station's chief inspector

78. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Under the Right to Information (RTI) Act 2005, a public authority in a school must provide information regarding human rights

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expel any student who fails two consecutive annual examinations without re-testing

66. During a routine round, a Principal notices a teacher slapping a student for failing to complete homework, leaving visible red marks on the child's cheek. The parent files a complaint alleging a severe violation of child rights. What is the most legally sound and administratively appropriate immediate action for the Principal?
(A) Advise the teacher to issue a verbal apology to the parent in private and close the administrative matter without formal recording
(B) Suspend the student immediately for provoking the classroom teacher and repeatedly failing to submit required academic coursework
(C) Ignore the incident completely, as classroom teachers maintain broad discretionary authority to enforce discipline among students
(D) Issue a query to the teacher, secure medical aid, record the incident, and initiate disciplinary proceedings under rules

67. Which of the following institutional practices in a school setting constitutes a direct violation of human rights and child rights?
(A) Assigning sanitation work or toilet cleaning as punishment based on performance or caste
(B) Mandatory requirement for all students to attend after-school remedial academic classes regardless of performance or parental consent
(C) Conducting structured democratic elections and leadership workshops for student council representatives across all grade levels
(D) Enforcing a mandatory minimum attendance requirement of 75% for students appearing in annual institutional examinations

68. Under the Delhi School Education Rules (DSER) 1973 and administrative instructions issued by the Directorate of Education, GNCTD, corporal punishment in schools is:
(A) Permitted if mild and meant for correction
(B) Permitted only with prior written consent of the parents
(C) Absolutely prohibited in all recognized schools
(D) Left to the sole discretion of the Chairman of the Managing Committee

69. Institutional bullying and cyberbullying among students violate which fundamental right protected under Article 21 of the Constitution of India?
(A) Right to Life and Personal Liberty including dignity and mental integrity
(B) Right to Equality before law and equal protection of laws across all public and educational institutions
(C) Right to Freedom of Speech and Expression subject to reasonable restrictions under constitutional law
(D) Right to Freedom of Conscience and free profession, practice and propagation of religion guaranteed by law

70. Consider the following forms of institutional discrimination in schools:
I. Segregating children belonging to Scheduled Castes/Scheduled Tribes during Mid-Day Meal (PM POSHAN) seating arrangements.
II. Forcing girl students to perform cleaning and administrative chores while boy students participate in sports.
III. Denying admission or physical access to children with special needs (CWSN).
Which of the above statement(s) is/are correct regarding human rights violations under Indian law?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

71. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Mandatory disclosure of a student's HIV-positive status on school notice boards or public registers violates fundamental human rights.
Reason (R): Article 21 of the Indian Constitution and the Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017 guarantee the right to confidentiality and non-discrimination regarding medical status.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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the application regardless of personal gender identity

84. The mandate of School Management Committees (SMCs) under Section 21 of the RTE Act 2009 contributes to human rights empowerment in school administration by:
(A) Centralizing overall decision-making power and administrative authority exclusively in the hands of the school Principal and trustees
(B) Allowing private commercial corporations to control school infrastructure, financial budgeting, and administrative development completely
(C) Ensuring community participation, gender balance, and inclusion of parents in school monitoring
(D) Completely eliminating the participatory role of parents and local community leaders in school development planning processes

85. What is the minimum percentage of members in a School Management Committee (SMC) who must be parents or guardians of students under the RTE Act 2009?
(A) 33%
(B) 50%
(C) 75%
(D) 80%

86. Under the RTE Act 2009, what proportion of the total membership of a School Management Committee (SMC) must be women?
(A) At least 25%
(B) At least 33%
(C) At least 50%
(D) At least 66%

87. Human Rights Education (HRE) in the school curriculum aims primarily at:
(A) Rote memorization of legal statutes, international covenants, and constitutional section numbers for academic examinations
(B) Fostering values, skills, and knowledge to respect and defend human rights in daily life
(C) Preparing senior secondary students exclusively for competitive political careers and public administration roles in government
(D) Replacing traditional core academic subjects like science and mathematics entirely with specialized legal studies programs

88. According to the National Curriculum Framework (NCF), human rights values are best integrated into school education through:
(A) Conducting a single compulsory annual written examination covering legal frameworks and human rights statutory provisions
(B) Treating human rights education as an optional extra-curricular activity reserved exclusively for selected senior secondary students
(C) Integrating human rights perspectives across all subject areas and school culture
(D) Restricting formal human rights discussions and activities exclusively to senior secondary students enrolled in humanities

89. Which pedagogical approach is most effective for delivering Human Rights Education in classrooms?
(A) Traditional teacher-centric lecture methods demanding strict compliance, passive listening, and unquestioning classroom obedience
(B) Strict rote learning and passive repetition of international declarations, legal statutes, and human rights articles
(C) Rote memorization of textbook facts reinforced through strict disciplinary measures and academic punishment for incorrect answers
(D) Participatory, learner-centric pedagogy encouraging critical thinking and empathy

90. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Co-curricular activities such as Mock Youth Parliaments, Student Councils, and Legal Literacy Clubs enhance practical human rights awareness among school students.
Reason (R): Experiential learning enables students to internalize democratic principles, justice, constitutional duties, and fundamental rights actively.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

91. The UNESCO Guidelines on Intercultural Education emphasize which human rights principle in curriculum design?

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(A) Enforcing complete cultural assimilation of minority student groups into the dominant majority culture and institutional norms
(B) Respecting cultural identity and fostering mutual respect among all social groups
(C) Complete and mandatory elimination of all cultural and social discussions from school science and humanities textbooks
(D) Mandating uniform single-language instruction while ignoring mother-tongue and multi-lingual educational approaches entirely

92. In designing a school timetable and activity plan, how can a Principal promote Human Rights Education effectively?
(A) By scheduling mandatory moral lectures delivered exclusively by outside law enforcement officers and regulatory agencies during school hours
(B) By observing key human rights days alongside interactive assemblies and inclusive practices
(C) By systematically replacing all physical education and sports periods with mandatory formal lectures on statutory legal provisions
(D) By penalizing and disciplining students who express dissenting or critical social views during classroom debates and discussions

93. Under Indian administrative law and service jurisprudence, the rights of women employees against sexual harassment at the workplace are guaranteed under which landmark legislation?
(A) The Sexual Harassment of Women at Workplace Act, 2013
(B) The Factories Act, 1948 regulating working conditions and health safety in manufacturing units
(C) The Industrial Disputes Act, 1947 covering dispute resolution mechanisms for industrial workers
(D) The Central Civil Services (Conduct) Rules, 1964 governing conduct of government employees generally

94. Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 mandates that every workplace employing 10 or more employees must constitute an:
(A) External Disciplinary Board (EDB)
(B) Advisory Vigilance Cell (AVC)
(C) Internal Complaints Committee (ICC)
(D) Employee Union Grievance Panel (EUGP)

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95. The Internal Complaints Committee (ICC) constituted in a school under the POSH Act 2013 must be headed by a Presiding Officer who is:
(A) The male Vice-Principal or the senior-most male teacher in the educational institution
(B) A designated senior police officer or representative from the local jurisdictional police station
(C) The Chairman or executive head of the School Managing Committee or Governing Board
(D) A woman employed at a senior level among workplace employees

96. At least what percentage of the total members of the Internal Complaints Committee (ICC) constituted under the POSH Act 2013 must be women?
(A) 33%
(B) 50%
(C) 60%
(D) 75%

97. Rule 3C of the Central Civil Services (Conduct) Rules, 1964 specifically deals with:
(A) Prohibition of employment of children in hazardous occupations
(B) Prohibition of sexual harassment of working women
(C) Restrictions regarding joining of associations by government servants
(D) Limitations on taking part in politics and elections

98. Under the Maternity Benefit (Amendment) Act, 2017, the duration of paid maternity leave available to female employees with less than two surviving children is:
(A) 12 weeks
(B) 16 weeks
(C) 26 weeks
(D) 36 weeks

99. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Providing crèche facilities in establishments employing 50 or more employees is a statutory obligation under the amended Maternity Benefit Act.
Reason (R): Enabling women employees to balance work and childcare responsibilities protects their fundamental human rights to dignified employment, non-discrimination, and

maternal health.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

100. Under CCS (Leave) Rules 1972 applicable to government school employees, a female government servant may be granted Child Care Leave (CCL) for a maximum period of how many days during her entire service?
(A) 180 days
(B) 365 days
(C) 730 days
(D) 1095 days

101. Article 15(3) of the Constitution of India enables the State to make:
(A) Special provisions for women and children
(B) Special administrative provisions restricted exclusively to economically backward male citizens in public employment
(C) Discretionary executive rules regarding public employment promotions without requiring parliamentary statutory sanction
(D) Emergency declarations temporarily suspending the fundamental rights of female employees during administrative crises

102. A female teacher applies for Child Care Leave (CCL) to attend to her minor child's upcoming board examinations. The Principal summarily rejects the application stating that "CCL cannot be claimed for academic examination purposes." Is the Principal's decision in accordance with established government rules and human rights norms governing female employees?
(A) Yes, Child Care Leave is strictly reserved only for severe physical illnesses or medical emergencies of minor children
(B) Yes, because administrative Principals possess absolute unchallengeable discretionary power to reject any leave application
(C) No, because Child Care Leave is an absolute unconditional right that can be claimed without prior sanction, notice, or approval
(D) No, CCL can be granted for child rearing needs including exams, subject to feasibility

103. Equal Pay for Equal Work is a constitutional goal under Article 39(d) and a recognized human right. Which statutory act in India explicitly enforces this principle to prevent wage discrimination based on gender?
(A) The Minimum Wages Act, 1948 regulating minimum rates of wages in scheduled employments
(B) The Equal Remuneration Act, 1976
(C) The Payment of Bonus Act, 1965 providing for statutory bonus to employees in establishments
(D) The Payment of Gratuity Act, 1972 providing for a scheme of gratuity to employees in institutions

104. Which of the following international conventions specifically addresses the elimination of all forms of discrimination against women, often described as the international bill of rights for women?
(A) UDHR
(B) UNCRC
(C) CEDAW
(D) ICCPR

105. In the context of school governance, human rights principles dictate that female staff members must be provided with which of the following administrative entitlements?
I. Safe and clean separate sanitation facilities.
II. Protection against gender-based hostility and unfair task distribution.
III. Functional internal complaints mechanisms for workplace harassment.
IV. Equal opportunity for career advancement and administrative leadership roles.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) III and IV only
(C) I, II and III only
(D) I, II, III and IV

106. A school management issues an internal administrative order mandating that female teachers must not wear Western formal clothes or trousers, under threat of disciplinary pay deduction. How does this administrative order align with constitutional and human rights standards?
(A) Unconstitutional and arbitrary as it invades liberty, autonomy, and dignity under Articles 19 and 21
(B) It is fully valid because school managements possess absolute legal rights to prescribe mandatory dress codes for all employee staff
(C) It is administrative valid provided it receives

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ANSWERS

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1. (B) John Locke
John Locke's natural rights philosophy established that every individual inherently possesses fundamental entitlements to life, liberty, and property. These rights exist prior to the formation of state government and political authority. His conceptual principles directly laid the foundational framework for modern human rights doctrines and contemporary constitutional law around the globe today.

2. (D) Rights cannot be taken away or transferred from an individual under any circumstances, except according to due process of law
Inalienability is a defining feature of human rights, signifying that these fundamental entitlements belong inherently to every human being and cannot be renounced, sold, or stripped away by executive or legislative state actions. Temporary restrictions or limitations may only occur under exceptional, legally prescribed conditions through due process established by statutory law.

3. (A) The enjoyment of one human right depends upon the realization of all other rights, and no right is superior to another
The principle of indivisibility and interdependence asserts that all human rights form an organic, unified body of legal guarantees. Civil, political, economic, social, and cultural rights are inherently interconnected and mutually reinforcing. Depriving an individual of one right impairs the full exercise of other fundamental rights, establishing that no single right holds superior status.

4. (D) I, II and III
The generational taxonomy of human rights categorizes entitlements into three distinct structural dimensions. First-generation civil and political rights protect individual autonomy against arbitrary state interference. Second-generation economic, social, and cultural rights demand affirmative state interventions to secure fundamental well-being. Third-generation solidarity rights encompass collective interests, including environmental preservation, sustainable development, and global peace.

5. (A) Both A and R are true and R is the correct explanation of A
Universalism dictates that basic human rights inherently belong to every person everywhere, irrespective of nationality, ethnicity, gender, or cultural background. Cultural relativism cannot justify the suppression or systematic denial of core human dignities. The reason directly explains the assertion by establishing that universal standards take precedence over localized cultural practices that infringe upon fundamental rights.

6. (D) The Magna Carta
Granted in 1215, the Magna Carta or Great Charter established the essential constitutional principle that the monarch and governing authority are subject to law. By limiting sovereign power and protecting free individuals against arbitrary official decisions, this historic document created an enduring legal foundation for constitutionalism, due process, and modern international statutory human rights protections.

7. (B) The UN Charter (1945)
The Charter of the United Nations, signed in 1945, represented a historic transition in international law by formally recognizing human rights as inherent to human dignity rather than conditional duties owed to a sovereign power. It established universal respect for fundamental human rights and freedoms as an imperative global priority for international peace and security.

8. (C) Right against arbitrary arrest and detention
Negative rights require the state and public authorities to refrain from interfering with individual liberty and autonomy. Protection against arbitrary arrest and detention is a classic negative civil right, mandating that government officials abstain from unlawful restraints. In contrast, positive rights require affirmative state action, resource allocation, and policy interventions to provide social services and infrastructure.

115. Article 23 of the Indian Constitution prohibits human trafficking and 'begar' (forced labor). How does this human rights provision apply to school administration?
(A) Forced or unpaid labor of staff or students in schools is illegal and unconstitutional
(B) Educational institutions are legally exempted from general labor standards regarding cleaning staff and service contract workers
(C) Principals hold administrative authority to require students to perform unpaid administrative or custodial work after school hours
(D) School teachers can be legally mandated to perform private commercial tasks for school trustees without additional remuneration

116. Which section of the RTE Act 2009 explicitly prohibits teachers from engaging in private tuition or private teaching activity?
(A) Section 24
(B) Section 28
(C) Section 30
(D) Section 32

117. Under the POCSO Act 2012, a child is defined as any person below the age of:
(A) 12 years
(B) 14 years
(C) 16 years
(D) 18 years

118. A teacher notices that a student frequently comes to school with unexplained bruises, withdrawal symptoms, and severe emotional distress. Upon inquiry, the child reveals physical abuse at home by a guardian. What is the primary administrative duty of the Principal or Teacher under child protection guidelines?
(A) Treat the matter strictly as a private domestic family affair and avoid any administrative or institutional interference
(B) Confront the parents aggressively regarding the allegations and immediately expel the student from the school rolls
(C) Keep the student locked inside a safe administrative room within the school premises until the child reaches legal adulthood
(D) Report immediately to Childline (1098), CWC, or police authorities

119. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Article 21A of the Constitution mandates that the State shall provide free and compulsory education to all children of the age of 6 to 14 years.
Reason (R): Education is an essential tool to enable a person to lead a dignified life and exercise other fundamental human rights effectively.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

120. Which Article of the Universal Declaration of Human Rights asserts that "Everyone has the right to take part in the government of his country, directly or through freely chosen representatives"?
(A) Article 19
(B) Article 20
(C) Article 21
(D) Article 22

121. Consider the following legal provisions protecting women employees in educational institutions:
I. Provision of paid maternity leave under CCS (Leave) Rules.
II. Prohibition of sexual harassment under POSH Act 2013.
III. Provision of Child Care Leave (CCL).
IV. Mandatory night shift duty without transportation facilities.
Which of the above statement(s) is/are correct regarding positive legal protection of women employees' human rights?
(A) I, II and IV only
(B) I, II and III only
(C) II, III and IV only
(D) I, III and IV only

122. Under the Rights of Persons with Disabilities (RPwD) Act 2016, what is the reservation percentage mandated in higher educational institutions for persons with benchmark disabilities?
(A) At least 3%
(B) At least 5%
(C) At least 10%
(D) At least 15%

123. Which body prepares the State Annual Plan for Child Rights and Human Rights Education in Schools within GNCTD?

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(A) Directorate of Education with SCERT Delhi
(B) Delhi Commission for Women acting under statutory powers
(C) Central Advisory Board of Education in national council meetings
(D) Union Public Service Commission for recruitment examinations

124. The Paris Principles (1991), endorsed by the UN General Assembly in 1993, relate to:
(A) Mandatory environmental protection and green energy standards in urban public schools
(B) Status, independence, and functioning of National Human Rights Institutions
(C) Binding international humanitarian rules regarding the use of military force against civilians
(D) Universal structural standards for primary school physical building infrastructure and safety

125. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The NHRC can issue summons to any person to give evidence or produce documents during an investigation into human rights abuses.
Reason (R): The NHRC is deemed to be a civil court for the purposes of Section 195 and Chapter XXVI of the Code of Criminal Procedure, 1973.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

126. During the admission process under EWS quota, a school Principal notices that certain staff members are demanding income certificates issued only within the last 7 days, causing panic among poor applicants. What action should the Principal take to align with administrative directives and human rights standards?
(A) Clarify guidelines, simplify procedures, and prevent harassment of applicants
(B) Fully endorse the administrative staff's demand to maintain strict income document verification standards regardless of parent distress
(C) Formally cancel all EWS category admissions for the current academic session until documentation rules are clarified by the department
(D) Require marginalized applicants to pay a mandatory administrative processing fee to bypass formal verification documentation requirements

127. Which of the following is an INCORRECT statement regarding the UN Convention on the Rights of the Child (UNCRC)?
(A) Children have the right to express their views on matters affecting them
(B) State parties must ensure that primary education is available free to all
(C) State parties may permit corporal punishment in schools if deemed culturally appropriate
(D) The best interests of the child shall be a primary consideration in all actions concerning children

128. Under the Protection of Human Rights Act 1993, the Chairperson of a State Human Rights Commission (SHRC) must be a person who has been:
(A) Chief Justice of India only
(B) District and Sessions Judge for at least 15 years
(C) Cabinet Secretary to the State Government
(D) Chief Justice or a Judge of a High Court

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129. Consider the following international human rights covenants:
I. International Covenant on Civil and Political Rights (ICCPR)
II. International Covenant on Economic, Social and Cultural Rights (ICESCR)
III. Convention on the Rights of the Child (UNCRC)
Which of the above statement(s) is/are correct regarding treaties ratified by India?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

130. What is the maximum statutory period within which an Internal Complaints Committee (ICC) must complete its inquiry into a complaint of sexual harassment under the POSH Act 2013?
(A) 30 days
(B) 60 days
(C) 90 days
(D) 180 days

131. Which Article of the Constitution of India provides that "No citizen shall be denied admission into any educational institution maintained by the State or receiving aid out of State funds on grounds only of religion, race, caste, language or any of them"?
(A) Article 15(1)
(B) Article 21A
(C) Article 29(2)
(D) Article 30(1)

132. Article 30(1) of the Constitution of India gives all minorities, whether based on religion or language, the right to:
(A) Establish and administer educational institutions of their choice
(B) Exempt their administrative operations completely from all state and central taxation
(C) Charge unregulated capitation fees and admission charges from all enrolled students
(D) Refuse to follow mandatory child safety guidelines enacted under the statutory POCSO Act

133. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Minority educational institutions protected under Article 30(1) are subject to regulatory standards concerning health, safety, sanitation, and child protection laws.
Reason (R): The fundamental right to establish and administer educational institutions does not include the right to maladminister or violate basic human rights of children.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

134. A female teacher is denied a promotion to Head of Department (HoD) by the school management solely on the premise that "female teachers cannot handle administrative responsibilities after school hours due to family obligations." This action by the management is a direct violation of:
(A) Article 14 and Article 16 guaranteeing equality in employment
(B) Article 19(1)(g) of the Constitution of India guaranteeing freedom of trade and profession
(C) Section 12 of the Right of Children to Free and Compulsory Education (RTE) Act, 2009
(D) Article 28 of the Universal Declaration of Human Rights concerning social and international order

135. Under the Rights of Persons with Disabilities Act 2016, which section mandates that educational institutions shall provide inclusive education to children with disabilities?
(A) Section 12
(B) Section 16
(C) Section 20
(D) Section 25

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136. What is the role of the National Human Rights Commission (NHRC) regarding jail conditions and custodial institutions?
(A) To directly manage annual prison financial budgets and operational prison administration
(B) To visit jails to inspect inmate living conditions and recommend improvements
(C) To grant immediate executive pardons or sentence reductions to convicted prisoners in custody
(D) To conduct recruitment and administrative training procedures for state prison security personnel

137. Which Article of the UDHR asserts that "Everyone has the right to freedom of movement and residence within the borders of each state"?
(A) Article 9
(B) Article 13
(C) Article 15
(D) Article 17

138. Consider the following measures to prevent human rights violations in a school:
I. Setting up functional Student Grievance Redressal Drop-Boxes.
II. Conducting regular sensitisation programs on POCSO, POSH, and inclusion.
III. Ensuring strict surveillance through unauthorized search of personal belongings of students daily without cause.
IV. Displaying helpline numbers (Childline 1098, Women Helpline 181) prominently.
Which of the above statement(s) is/are correct regarding constructive and legal preventative strategies?
(A) I, II and IV only
(B) I, III and IV only
(C) II, III and IV only

(D) I, II and III only

139. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The United Nations Convention on the Rights of the Child (UNCRC) recognizes the child's right to rest, leisure, play, and recreational activities under Article 31.
Reason (R): Holistic child development requires a balanced environment that integrates academic instruction with unstructured play, creative expression, and physical rest.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

140. In a school run by GNCTD, a student belonging to a Scheduled Caste community is barred by a physical education teacher from using the school cricket equipment. The Principal, upon learning of this incident, must immediately:
(A) Advise the student to take up an alternative sport that does not require specialized institutional equipment
(B) Discipline the teacher, guarantee access, and report under anti-discrimination rules
(C) Suspend physical education periods for the entire class permanently to avoid any potential social confrontation
(D) Request the parent to purchase private cricket equipment independently for the student's personal use at school

141. Under the Protection of Human Rights Act 1993, the salary and allowances payable to the Chairperson and Members of the NHRC:
(A) Can be varied to their disadvantage at any time after their formal appointment by executive decree
(B) Cannot be varied to their disadvantage after appointment
(C) Are determined on a monthly performance basis directly by the Union Home Secretary in writing
(D) Depend strictly on the numerical quota of human rights cases disposed of per calendar year

142. Which section of the RTE Act 2009 mandates that no child shall be subjected to physical punishment or mental harassment?
(A) Section 13
(B) Section 15
(C) Section 17
(D) Section 21

143. Which international document is often called the Magna Carta of modern human rights?
(A) The Geneva Convention
(B) The Covenant of the League of Nations
(C) The Universal Declaration of Human Rights
(D) The Charter of Fundamental Rights of the European Union

144. Consider the following statements regarding the Protection of Human Rights (Amendment) Act, 2019:
I. It reduced the tenure of Chairperson and Members of NHRC and SHRC from 5 years to 3 years.
II. It made the Chairperson of the National Commission for Backward Classes an ex-officio member of NHRC.
III. It made the Chief Commissioner for Persons with Disabilities an ex-officio member of NHRC.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

145. Under Article 21 of the UNCRC, State Parties that recognize or permit the system of adoption shall ensure that:
(A) Adoption processes are treated primarily as commercial civil transactions between private parties
(B) Inter-country adoption procedures always take mandatory precedence over domestic child placement options
(C) The best interests of the child shall be the primary consideration
(D) Biological parents retain permanent absolute veto rights over all child care decisions post legal adoption

146. A school Principal discovers that a contractual sanitation worker was terminated orally by the administrative officer after complaining about non-payment of minimum wages and lack of safety gear. From a human rights and administrative legal perspective, the Principal should:
(A) Support the administrative officer's

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termination order to maintain strict discipline over contractual staff
(B) Reinstate the worker, ensure minimum wages, supply safety gear, and inquire into the violation
(C) Ignore the complaint completely since contractual staff lie entirely outside institutional administrative responsibility
(D) Replace the aggrieved sanitation worker immediately by awarding a new contract to an outside service agency vendor

147. Under the Delhi School Education Rules (DSER) 1973, Rule 125 pertains to:
(A) Fixation of school fees
(B) Recruitment qualifications for principals
(C) Procedure for school recognition renewal
(D) Standard of discipline and prohibition of corporal punishment

148. Which fundamental right in the Constitution of India is described as the 'Heart and Soul' of the Constitution by Dr. B.R. Ambedkar, serving as the ultimate legal remedy for human rights enforcement?
(A) Right to Constitutional Remedies
(B) Right to Equality guaranteed under Article 14 of the Constitution
(C) Right to Freedom of Speech guaranteed under Article 19 of the Constitution
(D) Right to Freedom of Religion guaranteed under Article 25 of the Constitution

149. Article 23 of the UDHR grants everyone the right to work, free choice of employment, just and favourable conditions of work, and protection against:
(A) Taxation
(B) Over-qualification
(C) Unemployment
(D) Promotion

150. In the ultimate analysis, the role of a school Principal as a Human Rights Leader on campus is best exemplified by:
(A) Cultivating an institutional culture grounded in dignity, equality, child protection, and social justice
(B) Maintaining total administrative isolation from stakeholders while enforcing arbitrary top-down institutional mandates
(C) Prioritizing the commercial profitability and operational expansion of the school above statutory regulatory compliance
(D) Restricting legal rights awareness exclusively to permanent teaching staff while keeping students completely uninformed

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formal approval from a majority vote of the school managing committee members
(D) It is mandatory and legally binding under standing administrative guidelines issued for recognized schools

107. Which section of the Protection of Human Rights Act, 1993 defines the functions of the National Human Rights Commission?
(A) Section 3
(B) Section 12
(C) Section 18
(D) Section 21

108. Which of the following is a key statutory function of the NHRC under Section 12 of the Protection of Human Rights Act, 1993?
(A) To pass final judicial decrees of criminal conviction, enforce penalties, and send human rights offenders directly to prison
(B) To review constitutional and legal safeguards for human rights and recommend measures for implementation
(C) To design, frame, and mandate the academic syllabus, textbooks, and assessment guidelines for all government schools
(D) To directly formulate, regulate, and modify the service conditions and salary scales of all state government employees

109. Under the Universal Declaration of Human Rights, Article 1 states that all human beings are born free and equal in:
(A) Dignity and rights
(B) Wealth and status
(C) Political influence and power
(D) Physical and mental capabilities

110. Which Article of the UDHR guarantees the right to freedom of peaceful assembly and association?
(A) Article 15
(B) Article 17
(C) Article 20
(D) Article 22

111. Given below are two statements: one is labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The Right to Education Act, 2009 prohibits physical punishment and mental harassment under Section 17.
Reason (R): Physical punishment violates the child's fundamental right to life with dignity protected under Article 21 of the Constitution of India.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

112. A child residing in a temporary night shelter near a school applies for admission in Class 3 under the RTE Act. The school administration refuses admission because the child lacks a permanent residential address proof document. What is the correct legal stance the Principal should take?
(A) Uphold the refusal because valid permanent residential address proof is strictly mandatory under school registration rules
(B) Direct the child and family to approach a non-governmental shelter school or alternative learning center operating nearby
(C) Admit immediately, as denying admission for lack of address proof violates the RTE Act
(D) Require the parent to produce a sworn legal affidavit issued by a First Class Magistrate before considering the application

113. Consider the following statements regarding the Delhi Commission for Protection of Child Rights (DCPCR):
I. It can inquire into complaints of child rights violations within GNCTD suo motu.
II. It has powers equivalent to a Civil Court while holding an inquiry.
III. It can recommend payment of compensation or interim relief to victims of child rights violations.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

114. Under the Protection of Human Rights Act, 1993, who can submit a complaint alleging human rights violation to the NHRC?
(A) Only the aggrieved victim in person by appearing physically before the Commission
(B) Only an advocate formally registered with the Bar Council representing the victim
(C) Only a registered Non-Governmental Organization (NGO) working in human rights field
(D) The victim, any person on their behalf, or the Commission suo motu

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9. (D) The atrocities and mass destruction witnessed during World War II
The unprecedented atrocities, widespread destruction, and state-sponsored human rights abuses of World War II compelled the international community to establish a global order based on human dignity. This global catastrophe directly prompted the founding of the United Nations in 1945 and the adoption of the Universal Declaration of Human Rights in 1948 to prevent future tyrannies.

10. (A) Eleanor Roosevelt
Eleanor Roosevelt served as the inaugural Chair of the United Nations Commission on Human Rights from 1946 to 1951. She provided decisive diplomatic leadership, political vision, and consensus-building guidance during the drafting process of the Universal Declaration of Human Rights, ensuring its successful adoption by the United Nations General Assembly as a shared global standard.

11. (B) 10th December 1948
The United Nations General Assembly formally adopted the Universal Declaration of Human Rights on December 10, 1948, in Paris, France. This landmark global document established universal fundamental human rights to be protected globally. In commemoration of this momentous international achievement, December 10 is observed annually around the world as International Human Rights Day.

12. (B) Hansa Mehta
Hansa Mehta, a prominent Indian delegate to the United Nations Commission on Human Rights, championed gender-inclusive language in international law. She successfully advocated replacing the draft phrase "All men are born free and equal" with "All human beings are born free and equal" in Article 1 of the Universal Declaration, ensuring explicit recognition of gender equality.

13. (A) It was a non-binding UN General Assembly resolution setting common standards
At its formal adoption in 1948, the Universal Declaration of Human Rights functioned as a non-binding resolution of the United Nations General Assembly. It provided a common aspirational standard of achievement for all nations rather than a legally enforceable treaty. Over subsequent decades, its principles evolved into foundational norms of customary international legal jurisprudence globally.

14. (A) Both A and R are true and R is the correct explanation of A
Although originally adopted as a non-binding resolution, key principles of the Universal Declaration of Human Rights have achieved binding legal status through widespread state practice and international consensus. Decades of legal recognition transformed these foundational principles into rules of customary international law and peremptory norms, validating why the reasoning fully explains the initial assertion.

15. (B) 30 Articles
The Universal Declaration of Human Rights comprises exactly 30 Articles outlining fundamental rights and freedoms inherent to all individuals. These articles cover comprehensive civil, political, economic, social, and cultural guarantees, ranging from the fundamental right to life, liberty, and equality before the law to rights concerning education, employment, privacy, and social security provisions.

16. (C) Article 26
Article 26 of the Universal Declaration of Human Rights explicitly establishes the right to education for every individual. It mandates that elementary education shall be compulsory and free of charge. Furthermore, it specifies that technical, professional, and higher education shall be made equally accessible to all individuals based on personal merit and academic capacity.

17. (B) The Parents
Article 26, paragraph 3 of the Universal Declaration of Human Rights grants parents a prior legal right to choose the kind of education provided to their children. This international provision ensures that families retain primary moral and legal authority over their children's educational orientation, protecting them against arbitrary state-mandated ideological indoctrination or compulsory administrative overreach.

18. (B) Article 4
Article 4 of the Universal Declaration of Human Rights contains an absolute statutory prohibition against slavery and the slave trade in all their forms. This provision establishes that no human being shall be held in slavery or servitude,

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emphasizing that freedom from involuntary servitude is a non-derogable, universal right fundamental to human dignity worldwide.

19. (A) No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment
Article 5 of the Universal Declaration of Human Rights explicitly prohibits torture and all forms of cruel, inhuman, or degrading treatment or punishment. This absolute guarantee applies unconditionally under all circumstances, including wartime or public emergencies, serving as a primary international standard against physical, mental, or institutional abuse of individuals by state authorities.

20. (A) P-1, Q-2, R-3, S-4
The Universal Declaration of Human Rights systematically categorizes essential entitlements. Article 12 safeguards individual privacy, family life, home, and correspondence. Article 19 protects freedom of opinion and expression. Article 23 secures the right to work, non-discrimination, and equal pay for equal work. Article 24 guarantees reasonable working hours, rest, leisure, and periodic paid holidays.

21. (A) Article 18
Article 18 of the Universal Declaration of Human Rights guarantees every individual the right to freedom of thought, conscience, and religion. This fundamental entitlement encompasses the personal freedom to change one's religion or belief, as well as the freedom to manifest those convictions publicly or privately through teaching, practice, worship, and institutional observance.

22. (D) I, II and III
Article 26(2) of the Universal Declaration of Human Rights outlines the fundamental purpose of education. Educational instruction must aim at the full development of human personality, strengthen respect for human rights and fundamental freedoms, and actively promote mutual understanding, tolerance, and friendship among diverse nations, racial groups, and religious communities across global society.

23. (A) Both A and R are true and R is the correct explanation of A
Originally, only a former Chief Justice of India could head the National Human Rights Commission. The Protection of Human Rights (Amendment) Act, 2019 expanded eligibility to include former Supreme Court judges. This statutory modification directly explains why a former Chief Justice or a former Supreme Court judge currently qualifies for appointment as Chairperson.

24. (C) Chief Election Commissioner of India
Under the Protection of Human Rights Act, 1993, as amended in 2019, ex-officio members of the National Human Rights Commission include the Chairpersons of National Commissions for Minorities, Scheduled Castes, Scheduled Tribes, Women, Backward Classes, Protection of Child Rights, and the Chief Commissioner for Persons with Disabilities. The Chief Election Commissioner is excluded.

25. (D) The Prime Minister of India
The statutory Selection Committee responsible for recommending appointments to the National Human Rights Commission is chaired by the Prime Minister of India. Additional members include the Speaker of Lok Sabha, Union Minister of Home Affairs, Leaders of the Opposition in both Houses of Parliament, and the Deputy Chairman of the Council of States.

26. (A) Union Minister of Law and Justice
The statutory Selection Committee for National Human Rights Commission appointments comprises the Prime Minister, Speaker of the House of the People, Union Minister of Home Affairs, Deputy Chairman of the Council of States, and Leaders of the Opposition in both Houses. The Union Minister of Law and Justice is not a member of this committee.

27. (B) 3 years or until the age of 70 years, whichever is earlier
Section 6 of the Protection of Human Rights Act, 1993, as amended by the 2019 Amendment Act, reduced the statutory tenure of the Chairperson and Members of the National Human Rights Commission. They hold office for a term of three years or until reaching seventy years of age, whichever occurs earlier, with re-appointment eligibility.

28. (B) Section 5
Section 5 of the Protection of Human Rights Act, 1993 outlines statutory procedures for removing the Chairperson or Members of the National

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Human Rights Commission. Removal by the President on grounds of proved misbehaviour or incapacity requires a formal inquiry and finding by the Supreme Court of India, ensuring institutional independence and security of tenure.

29. (A) Civil Court trying a civil suit under the Code of Civil Procedure
Section 13 of the Protection of Human Rights Act, 1993 grants the National Human Rights Commission all procedural powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908. These include summoning witnesses, receiving evidence on affidavits, requisitioning public records, and issuing commissions for examining witnesses or documents.

30. (B) I, II and IV only
While investigating human rights violations, the National Human Rights Commission exercises civil court powers under Section 13, including summoning witnesses, compelling document discovery, and requisitioning public records from courts or offices. However, the Commission lacks direct judicial authority to impose criminal sentences, imprisonment, or penal sanctions, rendering advisory recommendations to authorities instead.

31. (B) 1 year from the date on which the act constituting violation of human rights is alleged to have been committed
Section 36(2) of the Protection of Human Rights Act, 1993 establishes a strict statutory limitation period for human rights complaints. The National Human Rights Commission or State Commission shall not inquire into any matter if the complaint is presented after the expiry of one year from the date of the alleged violation.

32. (C) Advisory in nature, requiring the government to send an action taken report within one month
Recommendations issued by the National Human Rights Commission upon completing an inquiry are legally advisory rather than directly executable judicial orders. Under Section 18 of the Protection of Human Rights Act, 1993, the concerned government or authority must forward an Action Taken Report on the recommendations to the Commission within a mandatory one-month timeframe.

33. (B) No, Section 36(1) explicitly bars NHRC from inquiring into matters pending before a State or statutory Commission
Section 36(1) of the Protection of Human Rights Act, 1993 explicitly prevents jurisdictional overlap among human rights institutions. The National Human Rights Commission is barred from inquiring into any matter that is already pending before a State Human Rights Commission or any other statutory commission duly constituted under existing parliamentary or state laws.

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34. (C) A is true but R is false
Under Section 12(b) of the Protection of Human Rights Act, 1993, the Commission can intervene in judicial proceedings involving human rights violations with court approval. However, the Commission is an advisory body and does not operate as an appellate court capable of setting aside orders or judgment rulings issued by High Courts or the Supreme Court.

35. (A) The State Government via official gazette notification
Section 21 of Chapter V of the Protection of Human Rights Act, 1993 authorizes each State Government to constitute a State Human Rights Commission. The establishment is formally executed through an official Gazette notification issued by the respective state executive, empowering the body to exercise statutory human rights functions within its state jurisdiction.

36. (C) The Governor of the State by warrant under his hand and seal
Under Section 22 of the Protection of Human Rights Act, 1993, the Chairperson and Members of a State Human Rights Commission are appointed by the Governor of the State by warrant under his hand and seal. The appointment follows recommendations made by a statutory state selection committee chaired by the Chief Minister.

37. (D) I, II, III and IV
Section 22 of the Protection of Human Rights Act, 1993 specifies the composition of the selection committee for State Human Rights Commission appointments. The committee comprises the Chief Minister as Chairperson, the Speaker of the Legislative Assembly, the State Home Minister, and the Leader of the

58. (A) NCPCR and the respective State Commissions for Protection of Child Rights
Section 31 of the Right of Children to Free and Compulsory Education Act, 2009 explicitly assigns the function of monitoring child rights to the National Commission for Protection of Child Rights and State Commissions. These statutory bodies examine safeguards, inquire into complaints regarding violations, and recommend necessary corrective measures.

59. (C) 86th Constitutional Amendment Act, 2002
The 86th Constitutional Amendment Act, 2002 inserted Article 21A into the Constitution of India, establishing the right to free and compulsory education for all children aged six to fourteen years as a Fundamental Right. This historic constitutional amendment laid the legal groundwork for enacting the statutory RTE Act in 2009.

60. (B) A parent or guardian to provide education opportunities to their child aged 6 to 14 years
The 86th Constitutional Amendment Act, 2002 added clause (k) to Article 51A of the Constitution of India. This provision places a fundamental duty on every parent or guardian to provide educational opportunities to their child or ward between the age of six and fourteen years, reinforcing universal primary education goals.

61. (D) I, II, III and IV
The Right to Education Act, 2009 contains strict prohibitions against coercive institutional practices. Section 17 explicitly bans physical punishment and mental harassment of students. Section 13 prohibits schools from subjecting children or parents to screening procedures during admission and forbids collecting capitation fees, establishing non-discriminatory access to education.

62. (A) Both A and R are true and R is the correct explanation of A
Education functions as a vital multiplier right because its realization unlocks the capacity to exercise all civil, political, social, and economic rights. By equipping individuals with knowledge, critical awareness, and socio-economic opportunities, education enables citizens to assert their legal entitlements, demonstrating why the reason perfectly explains the assertion.

63. (C) 25%
Section 12(1)(c) of the Right of Children to Free and Compulsory Education Act, 2009 mandates that unaided non-minority private schools admit at least 25 percent of their entry-class strength from children belonging to disadvantaged groups and weaker sections in the neighborhood, providing them free and compulsory elementary education.

64. (C) No, Section 14 of the RTE Act prohibits denying admission for lack of age proof
Section 14 of the Right to Education Act, 2009 explicitly provides that for admission to elementary education, a child's age shall be determined by a birth certificate or other prescribed documents. Crucially, the section mandates that no child shall be denied admission to school for lack of age proof.

65. (B) Regular exams are held in Class 5 and 8; after re-exam failure, the State may allow detention
Following the 2019 amendment to Section 16 of the RTE Act, states are permitted to hold regular examinations in Class 5 and Class 8. If a student fails, re-examinations are conducted within two months. If the student fails again, the state government may decide whether to permit grade detention.

66. (D) Issue a query to the teacher, secure medical aid, record the incident, and initiate disciplinary proceedings under rules
Upon witnessing corporal punishment, a Principal must prioritize child safety by immediately securing necessary medical assistance. To ensure accountability and statutory compliance under the RTE Act and service conduct rules, the Principal must document the incident officially, issue a formal query to the offending teacher, and initiate departmental disciplinary proceedings.

67. (A) Assigning sanitation work or toilet cleaning as punishment based on performance or caste
Assigning manual sanitation labor or toilet cleaning as a disciplinary punishment, particularly when targeted based on academic performance or social caste status, severely violates fundamental human rights, constitutional equality, and human dignity. Schools must maintain inclusive, non-discriminatory environments free from humiliating or discriminatory labor practices.

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48. (C) Children are given opportunities and facilities to develop in a healthy manner with freedom and dignity
Article 39(f) under the Directive Principles of State Policy directs the State to ensure that children are provided opportunities and facilities to develop in a healthy manner and in conditions of freedom and dignity. It further mandates that childhood and youth are safeguarded against socio-economic exploitation and moral or material abandonment.

49. (B) 1989
The United Nations General Assembly unanimously adopted the Convention on the Rights of the Child on November 20, 1989. This historic international treaty established a comprehensive legal framework encompassing civil, political, economic, social, and cultural rights specifically tailored for the protection, survival, development, and active participation of children worldwide.

50. (C) 1992
The Government of India formally ratified the United Nations Convention on the Rights of the Child on December 11, 1992. By ratifying this landmark international treaty, India committed to aligning its domestic laws, national policies, administrative structures, and educational systems with recognized global standards for child rights and protection.

51. (D) I, II, III and IV
The United Nations Convention on the Rights of the Child is anchored on four fundamental general principles: non-discrimination under Article 2, the best interests of the child under Article 3, the inherent right to life, survival, and development under Article 6, and respect for the child's views under Article 12.

52. (A) Both A and R are true and R is the correct explanation of A
Article 12 of the UNCRC grants children capable of forming views the right to express those opinions freely in all matters affecting them. The provision mandates that adults and institutions give these views due weight in accordance with the child's age and maturity, validating how the reasoning directly justifies the primary assertion.

53. (C) 18 years, unless under applicable law majority is attained earlier
Article 1 of the United Nations Convention on the Rights of the Child defines a child as every human being below the age of eighteen years, unless under the national law applicable to the child, majority is attained earlier. This standard age definition guides international child protection laws and institutional frameworks globally.

54. (D) Survival, Protection, Development, and Participation
The core framework of child rights embodied in the UN Convention on the Rights of the Child is organized around four fundamental categories: Survival Rights, Protection Rights, Development Rights, and Participation Rights. These interconnected dimensions ensure that every child experiences physical well-being, safety from harm, cognitive growth, and social expression.

55. (B) Free and compulsory for all
Article 28(1)(a) of the United Nations Convention on the Rights of the Child mandates that State Parties recognize the right of the child to education. To achieve this right progressively on the basis of equal opportunity, states are legally obligated to make primary education free and compulsory for all children.

56. (C) Consistent with the child's human dignity and the present Convention
Article 28(2) of the UN Convention on the Rights of the Child explicitly mandates that State Parties take all appropriate administrative and educational measures to ensure that school discipline is administered in a manner consistent with the child's inherent human dignity and in conformity with international child protection principles.

57. (D) National Commission for Protection of Child Rights (NCPCR)
The National Commission for Protection of Child Rights was established in March 2007 under the Commission for Protection of Child Rights Act, 2005. As an apex statutory body, it ensures national policies align with child rights, monitors the Right to Education Act, and oversees statutory implementation of the POCSO Act.

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during institutional inquiries and administrative deliberations regarding workplace harassment.

97. (B) Prohibition of sexual harassment of working women
Rule 3C of the Central Civil Services (Conduct) Rules, 1964 explicitly prohibits government servants from engaging in any act of sexual harassment against female employees at the workplace. It requires government officers to ensure a safe work environment and defines non-compliance as serious misconduct attracting formal disciplinary penalties.

98. (C) 26 weeks
Under the Maternity Benefit (Amendment) Act, 2017, the entitlement for paid maternity leave available to eligible female employees with less than two surviving children was increased from 12 weeks to 26 weeks. This statutory benefit supports maternal health, child welfare, and continuous workforce participation for women.

99. (A) Both A and R are true and R is the correct explanation of A
Establishing crèche facilities in workplaces with fifty or more employees is a mandatory requirement under Section 111A of the amended Maternity Benefit Act. Supporting female employees in balancing work and childcare obligations protects their constitutional rights to dignified employment and maternal health, confirming why the reasoning explains the assertion.

100. (C) 730 days
Under Rule 43-C of the Central Civil Services (Leave) Rules, 1972, a female government servant may be granted Child Care Leave for a maximum period of 730 days during her entire service. This leave can be utilized for rearing or attending to the needs of her minor children.

101. (A) Special provisions for women and children
Article 15(3) of the Constitution of India provides an explicit exception to the general non-discrimination rule under Article 15. It empowers the State to enact special affirmative provisions, statutory protections, and developmental measures specifically tailored for women and children to ensure substantive socio-legal equality across society.

102. (D) No, CCL can be granted for child rearing needs including exams, subject to feasibility
Under CCS (Leave) Rules, Child Care Leave is specifically provided to female employees for child-rearing needs, including attending to school examinations, care during sickness, or developmental milestones. Summary rejection based on examination reasons is invalid, though administrative granting remains subject to operational feasibility and proper prior application.

103. (B) The Equal Remuneration Act, 1976
The Equal Remuneration Act, 1976 enforces the constitutional mandate of equal pay for equal work embodied in Article 39(d). The statute mandates that employers must pay equal remuneration to male and female workers performing same work or work of similar nature, prohibiting gender-based wage discrimination.

104. (C) CEDAW
The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), adopted by the United Nations in 1979, is widely recognized as the international bill of rights for women. It defines gender discrimination and obligates signatory states to take legislative and policy measures ensuring women's equality.

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105. (D) I, II, III and IV
Human rights principles in educational administration require providing female employees with safe, clean separate sanitation facilities, protection against gender hostility, functional Internal Complaints Committees under the POSH Act, and equal opportunities for professional advancement. Together, these measures ensure a dignified, supportive, and non-discriminatory workplace environment.

106. (A) Unconstitutional and arbitrary as it invades liberty, autonomy, and dignity under Articles 19 and 21
Restrictive dress code mandates imposed exclusively on female staff violate personal liberty, personal autonomy, and dignity protected under Articles 19 and 21 of the Constitution of India. Arbitrary employer dress restrictions backed by financial deductions constitute administrative overreach and gender-based discrimination unsupported by statutory civil service rules.

68. (C) Absolutely prohibited in all recognized schools
Under the Delhi School Education Act and Rules, 1973, along with binding directives from the Directorate of Education and National Guidelines, corporal punishment is completely prohibited in all recognized public and private schools. School administrations must implement positive, non-violent behavioral interventions to maintain institutional discipline and promote child well-being.

69. (A) Right to Life and Personal Liberty including dignity and mental integrity
Institutional bullying and cyberbullying infringe upon Article 21 of the Constitution of India, which guarantees the right to life and personal liberty. Judicial rulings establish that Article 21 includes the right to live with human dignity and mental integrity, obligating educational institutions to maintain safe, non-hostile environments for all students.

70. (D) I, II and III
Segregating Scheduled Caste students during school meals, forcing female students into domestic chores while male students play sports, and denying admission or physical accessibility to children with special needs represent severe forms of institutional discrimination. Each of these discriminatory practices directly violates constitutional rights, statutory laws, and human rights norms.

71. (A) Both A and R are true and R is the correct explanation of A
Disclosing a student's HIV status publicly on school notice boards violates human rights to privacy, confidentiality, and dignity. The Human Immunodeficiency Virus Act, 2017 and Article 21 of the Indian Constitution guarantee strict medical confidentiality and protect against status-based discrimination, validating why the reasoning fully explains the primary assertion.

72. (C) The school's action is illegal as placing cameras in washrooms violates the Right to Privacy under Article 21
Installing CCTV cameras inside student washrooms constitutes an unlawful invasion of privacy under Article 21 of the Constitution of India. While security in educational settings is important, monitoring private personal spaces violates fundamental bodily integrity and human dignity, making such surveillance actions illegal and legally unsustainable.

73. (D) I, II, III and IV
When a child's human rights are violated within a school setting, aggrieved parties can approach multiple statutory bodies for grievance redressal. The NCPCR, DCPCR, NHRC, and Delhi State Legal Services Authority possess distinct legal mandates to receive complaints, conduct investigations, provide legal aid, and order corrective administrative remedies.

74. (A) Mandatory reporting to the Special Juvenile Police Unit or local police immediately
Under Section 19(1) of the Protection of Children from Sexual Offences (POCSO) Act, 2012, any person, including a school employee or Principal, who apprehends or knows that sexual abuse has been committed must immediately report the information to the Special Juvenile Police Unit or local police.

75. (C) 6 months
Section 21(1) of the Protection of Children from Sexual Offences Act, 2012 specifies penalties for failing to report an offence under Section 19. Any person in charge of an institution or employee who fails to report sexual abuse shall be punished with imprisonment up to six months, or fine, or both.

76. (B) To review safeguards for child rights, investigate violations, and recommend remedial actions in GNCTD
The Delhi Commission for Protection of Child Rights, established under Section 17 of the Commission for Protection of Child Rights Act, 2005, functions as a statutory watchdog. Its mandate is to examine legal safeguards, investigate child rights violations, monitor education legislation, and recommend corrective administrative remedies within GNCTD.

77. (A) A Child Protection Committee and dedicated complaint drop boxes
Under the POCSO Rules, 2020 and national school safety guidelines, every educational institution must establish an internal Child Protection Committee and install accessible, confidential complaint drop boxes. These mandatory mechanisms ensure prompt identification, reporting, and resolution of child safety concerns and institutional abuse grievances on campus.

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Opposition in the State Legislative Assembly as essential members.

38. (D) The President of India
Under Section 23 of the Protection of Human Rights Act, 1993, although the Chairperson and Members of a State Human Rights Commission are appointed by the State Governor, they can only be removed from office by the President of India on grounds of proved misbehaviour or incapacity following a Supreme Court inquiry.

39. (B) No, SHRC can only inquire into matters under List II (State List) and List III (Concurrent List)
Section 21(5) of the Protection of Human Rights Act, 1993 restricts the subject-matter jurisdiction of a State Human Rights Commission. A State Commission can only inquire into human rights violations relating to matters falling under List II (State List) and List III (Concurrent List) of the Seventh Schedule to the Constitution of India.

40. (C) National Human Rights Commission directly, or as notified by the Central Government
Under Section 21(7) of the Protection of Human Rights Act, 1993, as amended, human rights violations arising within Union Territories, including the National Capital Territory of Delhi, fall under the direct jurisdiction of the National Human Rights Commission, unless specifically delegated or notified otherwise by the Central Government to a State Commission.

41. (D) Human Rights Court
Section 30 of the Protection of Human Rights Act, 1993 provides that the State Government, with the concurrence of the Chief Justice of the High Court, may specify a Court of Session in each district to act as a designated Human Rights Court for speedy trial of human rights violation offences.

42. (C) 7 years
Section 31 of the Protection of Human Rights Act, 1993 mandates that for every designated Human Rights Court, the State Government shall specify or appoint a Special Public Prosecutor. To be eligible for this statutory appointment, the advocate must have been in active legal practice for not less than seven years.

43. (A) Both A and R are true and R is the correct explanation of A
The Protection of Human Rights Act, 1993 was enacted to provide institutional mechanisms like the NHRC, SHRCs, and Human Rights Courts. Section 2(1)(d) explicitly defines human rights as constitutional or covenant-backed rights to life, liberty, equality, and dignity enforceable by Indian courts, directly explaining the underlying legal purpose of the statutory framework.

44. (B) International Covenant on Economic, Social and Cultural Rights (ICESCR)
Section 2(1)(f) of the Protection of Human Rights Act, 1993 explicitly defines "International Covenants" as the International Covenant on Civil and Political Rights (ICCPR) and the International Covenant on Economic, Social and Cultural Rights (ICESCR), adopted by the General Assembly of the United Nations on December 16, 1966.

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45. (A) I, III, II, IV
The chronological sequence of these significant human rights milestones is as follows: adoption of the Universal Declaration of Human Rights in 1948, adoption of the UN Convention on the Rights of the Child in 1989, enactment of the Protection of Human Rights Act in 1993, and passage of the Right to Education Act in 2009.

46. (C) Child Rights-Based Approach (CRBA)
The Child Rights-Based Approach recognizes children as full human beings and independent rights-holders rather than passive recipients of adult benevolence or parental property. This framework requires state institutions and educational systems to respect, protect, and fulfill children's inherent legal entitlements and actively encourage their meaningful participation in matters affecting their lives.

47. (C) Article 24
Article 24 of the Constitution of India is a Fundamental Right prohibiting the employment of children below fourteen years of age in any factory, mine, or other hazardous employment. This constitutional protection aims to eliminate exploitative child labor practices and safeguard children's physical safety, health, dignity, and fundamental educational opportunities.

interactions. Rather than focusing solely on memorizing statutes, it cultivates empathy, social responsibility, equality, and active democratic citizenship among learners.

88. (C) Integrating human rights perspectives across all subject areas and school culture
According to the National Curriculum Framework, human rights values should not be confined to isolated legal lessons or optional extra-curricular activities. Instead, human rights perspectives must be systematically integrated across all academic subject disciplines, instructional practices, and the overall socio-cultural environment of the educational institution.

89. (D) Participatory, learner-centric pedagogy encouraging critical thinking and empathy
Effective Human Rights Education relies on participatory, learner-centered pedagogy rather than passive rote memorization or authoritative lectures. Instructional methods such as group discussions, role-playing, and critical problem-solving encourage open dialogue, empathy, analytical thinking, and practical understanding of fundamental rights and human dignity in social contexts.

90. (A) Both A and R are true and R is the correct explanation of A
Co-curricular activities like Youth Parliaments and Legal Literacy Clubs enhance practical human rights awareness by engaging students in active civic exercises. Experiential learning allows students to internalize democratic governance, constitutional duties, equality, and justice through personal participation, proving why the reasoning fully explains the core assertion.

91. (B) Respecting cultural identity and fostering mutual respect among all social groups
UNESCO Guidelines on Intercultural Education mandate that curriculum design must respect the cultural identity of all learners while fostering cultural understanding, tolerance, and mutual respect across diverse social groups. This approach reinforces fundamental human rights by eliminating discriminatory biases and promoting inclusive, multi-cultural educational practices in schools.

92. (B) By observing key human rights days alongside interactive assemblies and inclusive practices
Principals can integrate Human Rights Education into school scheduling by organizing interactive morning assemblies, observing key commemorative days like Human Rights Day, and embedding inclusive practices in everyday routines. Experiential, reflective activities engage students far more effectively than coercive lectures or repetitive memorization of legal statutes.

93. (A) The Sexual Harassment of Women at Workplace Act, 2013
The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 provides comprehensive legal protection for female employees across all public and private workplaces, including educational institutions. Codifying the landmark Vishaka guidelines, it establishes statutory obligations on employers to prevent harassment and redress complaints promptly.

94. (C) Internal Complaints Committee (ICC)
Section 4 of the Sexual Harassment of Women at Workplace Act, 2013 mandates that every establishment or workplace employing ten or more persons must constitute an Internal Complaints Committee. This statutory committee receives, investigates, and resolves workplace sexual harassment complaints following defined administrative rules and natural justice principles.

95. (D) A woman employed at a senior level among workplace employees
Section 4(2)(a) of the POSH Act, 2013 explicitly mandates that the Presiding Officer of the Internal Complaints Committee must be a woman employed at a senior level at the workplace. This statutory requirement ensures leadership empathy, gender sensitivity, and institutional authority when handling workplace harassment grievances.

96. (B) 50%
Section 4(2)(c) of the Sexual Harassment of Women at Workplace Act, 2013 mandates that at least fifty percent of the total members nominated to the Internal Complaints Committee must be women. This legal requirement guarantees balanced gender representation

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78. (A) Both A and R are true and R is the correct explanation of A
Public authorities in educational institutions must disclose information concerning human rights violations under the Right to Information Act, 2005. The proviso to Section 24 explicitly states that information regarding allegations of human rights violations cannot be withheld, demonstrating why the reason directly provides the exact legal basis for the assertion.

79. (D) Order an inquiry, stop comments, prevent discrimination, and discipline the teacher if substantiated
Upon receiving a complaint regarding socio-economic harassment of an EWS student, a Principal must immediately intervene to stop discriminatory comments. The Principal is legally and administratively required to conduct a prompt inquiry, protect the student from victimization, and initiate formal disciplinary action against the teacher if allegations are substantiated.

80. (C) Ensuring a safe, inclusive environment, complying with protection laws, and acting on violations
A Principal serves as the primary human rights leader on campus by ensuring a safe, non-discriminatory, and inclusive learning environment. This leadership requires strict compliance with statutory child protection laws, establishing robust internal grievance redressal mechanisms, and taking prompt administrative action against any human rights or child rights violations.

81. (B) Equal opportunity, human dignity, and protection against discrimination
Under the Delhi School Education Act and Rules, 1973, school administration must ensure that every admitted child is treated with equal opportunity, human dignity, and comprehensive protection against socio-economic or physical discrimination. Educational environments must nurture democratic values and safeguard students against arbitrary administrative or institutional mistreatment.

82. (B) I, II and IV only
The Rights of Persons with Disabilities Act, 2016 requires educational institutions to build barrier-free physical infrastructure, provide reasonable accommodations, and ensure equal participation in academic and extra-curricular activities. Exempting students with special needs from social interaction contradicts inclusive education principles and is legally impermissible under disability rights laws.

83. (A) Admit under Transgender category, update records, and ensure non-discrimination
Pursuant to Supreme Court rulings and the Transgender Persons Act, 2019, a Principal must immediately admit a transgender student, update institutional records to include the transgender category, and ensure a non-discriminatory, supportive environment. Administrative delays due to physical record formats are legally impermissible and violate constitutional rights.

84. (C) Ensuring community participation, gender balance, and inclusion of parents in school monitoring
Section 21 of the Right to Education Act, 2009 mandates the establishment of School Management Committees to foster participatory governance. SMCs promote human rights empowerment by guaranteeing parent representation, maintaining gender balance, and involving local community stakeholders in monitoring school operations, fund utilization, and development plans.

85. (C) 75%
Section 21(2) of the Right of Children to Free and Compulsory Education Act, 2009 specifies that at least 75 percent of the members of every School Management Committee shall be parents or guardians of students enrolled in that school, ensuring primary community control over educational governance.

86. (C) At least 50%
Under Section 21 of the Right of Children to Free and Compulsory Education Act, 2009, fifty percent of the total membership of every School Management Committee must be women. This statutory requirement guarantees gender parity and empowers female parents in local educational decision-making and institutional monitoring.

87. (B) Fostering values, skills, and knowledge to respect and defend human rights in daily life
Human Rights Education in school curricula aims to foster essential values, skills, and critical understanding that empower students to respect, promote, and defend human rights in their daily

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107. (B) Section 12
Section 12 of the Protection of Human Rights Act, 1993 defines the statutory functions of the National Human Rights Commission. These include inquiring into human rights violations, intervening in court proceedings, visiting custodial facilities, reviewing legal safeguards, and spreading human rights awareness through public education programs.

108. (B) To review constitutional and legal safeguards for human rights and recommend measures for implementation
Under Section 12(b) of the Protection of Human Rights Act, 1993, a core statutory function of the National Human Rights Commission is to review constitutional and legal safeguards protecting human rights. The Commission recommends effective measures to central and state governments for their efficient implementation across public institutions.

109. (A) Dignity and rights
Article 1 of the Universal Declaration of Human Rights affirms that all human beings are born free and equal in dignity and rights. It emphasizes that individuals are endowed with reason and conscience and should act towards one another in a spirit of shared human brotherhood and universal solidarity.

110. (C) Article 20
Article 20 of the Universal Declaration of Human Rights guarantees every individual the right to freedom of peaceful assembly and association. Additionally, Article 20(2) specifies that no person may be compelled to belong to an association, protecting both positive association rights and negative freedom from forced institutional membership.

111. (A) Both A and R are true and R is the correct explanation of A
Section 17 of the RTE Act prohibits corporal punishment and mental harassment in schools. The Supreme Court has repeatedly affirmed that physical punishment violates the right to live with human dignity protected under Article 21, establishing why the constitutional reasoning directly explains the statutory prohibition under the RTE Act.

112. (C) Admit immediately, as denying admission for lack of address proof violates the RTE Act
Under the Right to Education Act, 2009, no child can be denied admission to elementary education due to lack of proof of address or identity documents. Principals must immediately admit marginalized children residing in temporary shelters, ensuring that procedural documentation requirements do not impede the fundamental right to education.

113. (D) I, II and III
The Delhi Commission for Protection of Child Rights possesses comprehensive statutory powers. It can inquire into child rights violations suo motu, exercises civil court powers while conducting inquiries—such as summoning witnesses and requiring document production—and can recommend interim relief or monetary compensation to child victims.

114. (D) The victim, any person on their behalf, or the Commission suo motu
Under the Protection of Human Rights Act, 1993, a complaint alleging human rights violations can be submitted to the National Human Rights Commission directly by the victim, by any person acting on behalf of the victim, or initiated directly by the Commission on its own motion (suo motu).

115. (A) Forced or unpaid labor of staff or students in schools is illegal and unconstitutional
Article 23 of the Constitution of India prohibits trafficking and forced labor (begar). In school administration, compelling staff or students to perform unpaid, involuntary, or non-contractual labor is unconstitutional. Public and private educational institutions must adhere to fair labor practices, statutory minimum wages, and voluntary working conditions.

116. (B) Section 28
Section 28 of the Right of Children to Free and Compulsory Education Act, 2009 explicitly prohibits school teachers from engaging in private tuition or private teaching activities. This statutory restriction ensures that teachers dedicate their professional efforts fully to classroom instruction within recognized educational institutions.

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117. (D) 18 years
Section 2(1)(d) of the Protection of Children from Sexual Offences (POCSO) Act, 2012 defines a child as any person below eighteen years of age. This statutory threshold applies uniformly across genders to protect all minors from sexual exploitation, abuse, and related institutional violations.

118. (D) Report immediately to Childline (1098), CWC, or police authorities
When a student discloses physical abuse, educators and school principals are required under child protection frameworks to report the matter immediately to designated child protection agencies, such as Childline (1098), the Child Welfare Committee, or local police. Schools must prioritize child safety and welfare over institutional convenience.

119. (A) Both A and R are true and R is the correct explanation of A
Article 21A guarantees free and compulsory education for children aged six to fourteen years. Education empowers individuals with awareness, skills, and personal autonomy necessary to lead a dignified life and assert fundamental rights, confirming that the reason provides the precise legal and philosophical foundation for the assertion.

120. (C) Article 21
Article 21 of the Universal Declaration of Human Rights asserts that everyone has the right to take part in the government of their country, directly or through freely chosen representatives. It further provides that the will of the people shall be the basis of government authority expressed through periodic genuine elections.

121. (B) I, II and III only
Paid maternity leave under CCS Rules, sexual harassment redressal mechanisms under the POSH Act, and Child Care Leave represent statutory protections for women employees. Compelling night shift duty without transportation violates safety standards and labor rights, making options I, II, and III the correct combination of protective provisions.

122. (B) At least 5%
Section 32 of the Rights of Persons with Disabilities Act, 2016 mandates that all government and government-aided higher educational institutions reserve at least five percent of their total seats for persons with benchmark disabilities, facilitating equal access to higher academic opportunities and professional training.

123. (A) Directorate of Education with SCERT Delhi
Within the National Capital Territory of Delhi, the Directorate of Education, in collaboration with the State Council of Educational Research and Training (SCERT Delhi), prepares state plans, curriculum frameworks, and training programs for Child Rights and Human Rights Education in government and recognized private schools.

124. (B) Status, independence, and functioning of National Human Rights Institutions
The Paris Principles, defined at an international workshop in 1991 and endorsed by the United Nations General Assembly in 1993, set global standards for the status, independence, composition, mandate, and operational functioning of National Human Rights Institutions worldwide, including India's National Human Rights Commission.

125. (A) Both A and R are true and R is the correct explanation of A
The National Human Rights Commission possesses broad investigative powers under Section 13, including issuing summons for evidence and documents. Section 13(4) provides that the Commission is deemed a civil court for CrPC provisions, confirming why the statutory legal reasoning directly explains the procedural authority asserted.

126. (A) Clarify guidelines, simplify procedures, and prevent harassment of applicants
During EWS admissions, a Principal must streamline administrative verification procedures and prevent procedural harassment of poor applicants. Issuing clear administrative clarifications and adhering strictly to state guidelines regarding income document validity protects marginalized families from arbitrary bureaucratic barriers and guarantees fair access to entry-level school seats.

127. (C) State parties may permit corporal punishment in schools if deemed culturally appropriate
The UN Convention on the Rights of the Child prohibits corporal punishment and cruel or degrading treatment under Articles 19 and

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28(2). Suggesting that state parties may permit physical discipline on cultural grounds is entirely incorrect, as child protection principles apply universally without cultural exceptions.

128. (D) Chief Justice or a Judge of a High Court
Under Section 21(2) of the Protection of Human Rights Act, 1993, as amended in 2019, the Chairperson of a State Human Rights Commission must be an individual who has served as the Chief Justice or a Judge of a High Court, ensuring judicial expertise in state human rights oversight.

129. (D) I, II and III
India has formally ratified major international human rights treaties, including the International Covenant on Civil and Political Rights (ICCPR), the International Covenant on Economic, Social and Cultural Rights (ICESCR), and the United Nations Convention on the Rights of the Child (UNCRC), committing to upholding their provisions domestically.

130. (C) 90 days
Section 11(4) of the Sexual Harassment of Women at Workplace Act, 2013 specifies that the Internal Complaints Committee must complete its formal inquiry into a workplace harassment complaint within a statutory period of ninety days, ensuring timely administrative redressal and procedural fairness.

131. (C) Article 29(2)
Article 29(2) of the Constitution of India guarantees that no citizen shall be denied admission into any educational institution maintained by the State or receiving aid out of State funds on grounds only of religion, race, caste, language, or any of them, safeguarding equal educational access.

132. (A) Establish and administer educational institutions of their choice
Article 30(1) of the Constitution of India grants all religious and linguistic minorities the fundamental right to establish and administer educational institutions of their choice. This constitutional protection preserves cultural diversity and administrative autonomy while remaining subject to regulatory standards concerning education, health, and child safety.

133. (A) Both A and R are true and R is the correct explanation of A
Minority educational institutions protected under Article 30(1) remain subject to regulatory standards regarding health, safety, and child protection. The constitutional right to administer educational institutions does not extend to maladministering or violating fundamental human rights, confirming why the reasoning provides the legal justification for the assertion.

134. (A) Article 14 and Article 16 guaranteeing equality in employment
Denying a female teacher an administrative promotion based on unverified gender stereotypes regarding domestic obligations directly violates Articles 14 and 16 of the Constitution of India. These fundamental constitutional provisions guarantee equality before the law and strictly prohibit gender-based discrimination in public employment, professional evaluation, and career advancement opportunities.

135. (B) Section 16
Section 16 of the Rights of Persons with Disabilities Act, 2016 mandates that government and government-aided educational institutions provide inclusive education to children with disabilities. Institutions must ensure accessible environments, provide reasonable accommodations, and support individual learning requirements without discrimination.

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136. (B) To visit jails to inspect inmate living conditions and recommend improvements
Under Section 12(c) of the Protection of Human Rights Act, 1993, a key function of the National Human Rights Commission is visiting jails and custodial institutions. The Commission inspects living conditions of inmates, checks detention standards, and submits recommendations to state authorities for necessary institutional and administrative reforms.

137. (B) Article 13
Article 13 of the Universal Declaration of Human Rights asserts that everyone has the right to freedom of movement and residence within the borders of each state. It also guarantees every individual the right to leave any country, including their own, and return to their country.

138. (A) I, II and IV only
Establishing grievance redressal drop-boxes, conducting sensitisation programs on POCSO and POSH, and displaying helpline numbers prominently represent effective, legally compliant preventative measures. In contrast, performing unauthorized daily searches of students' personal belongings violates privacy rights under Article 21, making options I, II, and IV the correct combination.

139. (A) Both A and R are true and R is the correct explanation of A
Article 31 of the UNCRC explicitly recognizes the child's right to rest, leisure, play, and participation in cultural activities. Holistic development requires a balanced school environment that integrates formal academic instruction with recreational play and creative expression, validating why the reasoning fully explains the underlying assertion.

140. (B) Discipline the teacher, guarantee access, and report under anti-discrimination rules
Denying a Scheduled Caste student access to school sports equipment constitutes caste-based discrimination and human rights violation. The Principal must take immediate administrative action to discipline the offending teacher, ensure equal physical access for the student, and formally report the incident under applicable anti-discrimination and welfare rules.

141. (B) Cannot be varied to their disadvantage after appointment
Under Section 8(2) of the Protection of Human Rights Act, 1993, the salary, allowances, and other service conditions of the Chairperson and Members of the National Human Rights Commission cannot be varied to their disadvantage after appointment, guaranteeing institutional autonomy and independence from executive pressure.

142. (C) Section 17
Section 17(1) of the Right of Children to Free and Compulsory Education Act, 2009 explicitly mandates that no child shall be subjected to physical punishment or mental harassment. Section 17(2) provides that persons violating this mandate shall be liable to disciplinary action under applicable service rules.

143. (C) The Universal Declaration of Human Rights
The Universal Declaration of Human Rights is frequently described as the Magna Carta of modern human rights. Adopted in 1948, it codified fundamental rights and freedoms for all individuals globally, establishing an enduring international baseline for human dignity, constitutional protections, and universal human rights law.

144. (D) I, II and III
The Protection of Human Rights (Amendment) Act, 2019 introduced significant reforms. It reduced the tenure of NHRC and SHRC members from five to three years, included the Chairperson of the National Commission for Backward Classes as an ex-officio member, and added the Chief Commissioner for Persons with Disabilities as an ex-officio member.

145. (C) The best interests of the child shall be the primary consideration
Article 21 of the United Nations Convention on the Rights of the Child governs adoption frameworks. It mandates that State Parties permitting adoption shall ensure that the best interests of the child shall be the paramount consideration during all legal proceedings, administrative evaluations, and placement decisions.

146. (B) Reinstate the worker, ensure minimum wages, supply safety gear, and inquire into the violation
Arbitrarily terminating a worker for requesting statutory minimum wages and protective gear violates labor rights and human dignity. A Principal must intervene, reinstate the worker, ensure compliance with wage and safety laws, and order an administrative inquiry into the oral termination to preserve fair institutional labor standards.

147. (D) Standard of discipline and prohibition of corporal punishment
Rule 125 of the Delhi School Education Rules, 1973 regulates standards of institutional discipline in recognized schools. It explicitly prohibits corporal punishment and cruel disciplinary methods, mandating that educational authorities adopt constructive, child-centered behavioral management practices that respect human dignity and align with statutory child rights regulations.

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148. (A) Right to Constitutional Remedies
Dr. B.R. Ambedkar described Article 32, the Right to Constitutional Remedies, as the 'Heart and Soul' of the Constitution of India. It empowers citizens to move the Supreme Court directly for the enforcement of fundamental rights through writs, serving as the ultimate legal safeguard against human rights violations.

149. (C) Unemployment
Article 23(1) of the Universal Declaration of Human Rights asserts that everyone has the right to work, free choice of employment, just and favourable working conditions, and protection against unemployment. This international provision establishes employment security and equitable labor conditions as essential dimensions of fundamental human rights across modern societies.

150. (A) Cultivating an institutional culture grounded in dignity, equality, child protection, and social justice
A Principal best fulfills the role of a Human Rights Leader by cultivating an institutional culture grounded in human dignity, equality, child protection, and social justice. By leading with ethical transparency, maintaining statutory compliance, and empowering staff and students, the Principal embeds fundamental human rights values into school administration.

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CHAPTER 19

DoE Directorate of Education, Delhi: Circulars and Guidelines

1. Under the organizational setup of the Directorate of Education, Government of NCT of Delhi, who serves as the administrative head of the department?
(A) Chief Secretary, GNCTD
(B) Director of Education
(C) Secretary (Education)
(D) Joint Director of Education (Administration)

2. Which statutory authority under the Delhi School Education Act, 1973 exercises powers regarding the grant of recognition to private unaided schools in Delhi?
(A) Director of Education, Delhi
(B) State Council of Educational Research and Training
(C) Municipal Corporation of Delhi
(D) Delhi Board of School Education

3. Consider the following statements regarding the core responsibilities of the Directorate of Education, GNCTD:
I. Providing free and compulsory education under the RTE Act, 2009 in government schools.
II. Regulating fee structures and admissions in private recognized unaided schools.
III. Directly conducting the All India Senior School Certificate Examination (AISSCE).
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

4. What is the highest appellate body within the executive hierarchy of GNCTD for appeals against order of penalty passed by the Director of Education under service rules applicable to government school staff?
(A) Delhi School Education Tribunal
(B) Chief Minister of Delhi
(C) Central Administrative Tribunal
(D) Lieutenant Governor of Delhi

5. Which branch of the Directorate of Education Secretariat is primarily responsible for planning, formulation of budget, and monitoring of capital works in government schools?
(A) Examination Branch
(B) Act Branch
(C) Planning Branch
(D) Caretaking Branch

6. What is the primary role of the Audit Branch functioning under the Directorate of Education, GNCTD?
(A) Conducting pedagogical evaluations of classroom teaching methods and learning outcomes
(B) Conducting internal audits of government school and administrative accounts
(C) Auditing question paper standards and answer keys for annual school examinations
(D) Inspecting infrastructure and safety facilities of private schools prior to recognition

7. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):
Assertion (A): The Directorate of Education, GNCTD issues binding instructions through circulars to both government and private recognized schools under its jurisdiction.
Reason (R): Rule 43 of the Delhi School Education Rules, 1973 empowers the Director of Education to issue executive instructions for regulation of school education.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

8. In the administrative framework of DoE Delhi, which wing is specifically tasked with monitoring

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inclusive education and implementation of rights for Children with Special Needs (CWSN)?
(A) Inclusive Education Branch (IEB)
(B) Physical Education Branch
(C) Universalization of Elementary Education Mission (UEEM)
(D) Vocational Education Branch

9. Which of the following is NOT a regulatory function of the Directorate of Education under the Delhi School Education Act and Rules, 1973?
(A) Regulating minimum qualifications for employment of teachers in private schools
(B) Regulating admission schedules for entry-level classes in private unaided schools
(C) Determining the price of textbooks published by NCERT
(D) Approval of the scheme of management of recognized private schools

10. A head of school receives an official directive issued directly by the Director of Education via the MIS portal concerning emergency school safety protocols. The Vice Principal argues that the circular requires approval from the local Municipal Corporation before execution. How should the Principal act?
(A) Implement the Director's circular immediately, as DoE directives are binding
(B) Wait for municipal confirmation before taking any executive action on the received circular
(C) Refer the circular to the School Management Committee for formal review and voting process
(D) Return the circular to DoE requesting written clarification on local body administrative jurisdiction

11. Into how many administrative Revenue/ Education Districts is the Directorate of Education, GNCTD divided for decentralized administrative monitoring?
(A) 9 Districts
(B) 11 Districts
(C) 12 Districts
(D) 15 Districts

12. Who acts as the administrative head of an Education District in the Directorate of Education, GNCTD?
(A) Regional Director of Education (Headquarters)
(B) Deputy Director of Education (District)
(C) Education Officer (Zonal Level Administration)
(D) Assistant Director of Education (Administration)

13. Consider the following statements regarding the Zonal level setup in the Directorate of Education, GNCTD:
I. Each Education District is further divided into administrative Zones.
II. An Education Officer (EO) or Deputy Director of Education (Zone) heads each Zone.
III. The Zonal office directly processes routine administrative matters of schools including pay-fixation checking and leave approvals beyond Principal's powers.
IV. Zones are autonomous bodies independent of District DDE administrative control.
Which of the statements given above are correct?
(A) I, II and III only
(B) I and IV only
(C) II and IV only
(D) I, II, III and IV

14. What is the correct hierarchy of administrative supervisory officers in DoE Delhi from lowest to highest level above the Head of School?
(A) Regional Director → Deputy Director (District) → Education Officer (Zone)
(B) Assistant Director → Regional Director → Education Officer (Zone)
(C) Deputy Director (District) → Education Officer (Zone) → Regional Director
(D) Education Officer (Zone) → Deputy Director (District) → Regional Director

15. Which authority at the District level in DoE is designated as the First Appellate Authority (FAA) under the Right to Information Act, 2005 for school-level RTI applications?
(A) Deputy Director of Education (District)
(B) Head of School / Principal of the concerned institution
(C) Public Information Officer / Zonal Education Officer
(D) Regional Director of Education (State HQ)

16. What is the primary operational unit for physical inspection, academic monitoring, and local coordination of government schools under DoE GNCTD?
(A) Regional Directorate Office
(B) Educational Zone Office

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(C) Secretariat Branch
(D) SCERT Headquarters

17. Which officer in the District Education office handles matters specifically related to private school recognition, land allotment verification, and fee regulation complaints at the district stage?
(A) District Welfare Officer for Educational Affairs
(B) District DDE / Zonal EO
(C) Office of the District Magistrate
(D) Accounts Officer (Directorate HQ)

18. Match the administrative designations in List I with their primary jurisdiction areas in List II:
List I: (Administrative Designation)
P. Regional Director of Education
Q. DDE District
R. Education Officer
List II: (Primary Jurisdiction Area)
1. Group of 2-3 Education Districts
2. Revenue District level administration
3. Specific Educational Zone
Select the correct option:
(A) P-1, Q-2, R-3
(B) P-2, Q-1, R-3
(C) P-3, Q-2, R-1
(D) P-1, Q-3, R-2

19. What is the role of the District Institute of Education and Training (DIET) in relation to the District DDE office in GNCTD?
(A) Direct administrative control and management over teacher postings
(B) Comprehensive financial auditing and accounting of all school funds
(C) Academic support, teacher training, and field research
(D) Issuing monthly salary slips and maintaining service books of school heads

20. An administrative appeal regarding the refusal of admission to a student in a government school is first submitted at which field office level above the Principal?
(A) Central Secretariat Office of the Director of Education
(B) Secretariat Office of the Honorable Lieutenant Governor
(C) Regional Office of Central Board of Secondary Education
(D) Office of the Zonal Education Officer

21. As per DoE circulars governing entry-level admissions (Nursery/KG/Class I) in private unaided recognized schools, what is the mandatory percentage of seats reserved for Economically Weaker Section (EWS) / Disadvantaged Group (DG) / CWSN category?
(A) 15%
(B) 20%
(C) 25%
(D) 33%

22. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):
Assertion (A): Private unaided recognized schools in Delhi are prohibited from collecting any capitation fee or subjecting children and parents to screening procedures during admission to entry-level classes.
Reason (R): Section 13 of the Right of Children to Free and Compulsory Education Act, 2009 strictly prohibits capitation fee and screening procedures, prescribing penal fines for violations.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

23. What mechanism is mandated by DoE circulars for selecting successful candidates among eligible EWS/DG category applicants for entry-level admissions in private schools?
(A) Written competitive assessment test for all applicant children
(B) Oral interview and interaction of parents by the school management
(C) Priority point system based on parents' educational qualifications
(D) Centralized computerized draw of lots

24. According to DoE circulars on plan admissions in government schools, what is the age criteria range for admission to Class I as of 31st March of the academic year (subject to age relaxation guidelines)?
(A) 3 years to 4 years
(B) 4 years to 5 years
(C) 5 years to 6 years
(D) 7 years to 9 years

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25. A parent approaches a Government Sarvodaya Vidyalaya in July seeking admission for their 8-year-old child who has never attended any formal school. The school administration hesitates because the formal admission cycle ended in May. What action must the Principal take as per DoE circulars and RTE guidelines?
(A) Refuse admission stating formally that the prescribed academic term has already commenced
(B) Direct the parent to wait and apply for the next academic session starting in April
(C) Admit the child into an age-appropriate class with Special Training
(D) Mandate a rigorous entry screening test to determine whether the child qualifies for Class I

26. Which document is NOT mandatory for proof of residence for admission under EWS/DG category in Delhi schools as per DoE guidelines?
(A) Income tax return showing income above Rs. 8 Lakh per annum
(B) Ration card issued in the name of parents having the child's name
(C) Domicile certificate of child or parent
(D) Passport of child or any of the parents

27. What is the upper income limit per annum for eligibility under the EWS category for school admissions in Delhi as per the prevailing guidelines issued by DoE?
(A) Rs. 50,000 per annum
(B) Rs. 1,00,000 per annum
(C) Rs. 5,00,000 per annum
(D) Rs. 12,00,000 per annum

28. Under DoE circulars regarding Non-Plan admissions in Government schools, what does 'Non-Plan Admission' signify?
(A) Admissions directly managed and processed by registered non-governmental welfare organizations
(B) Admissions of students transferring from non-government schools or outside Delhi
(C) Special admissions reserved exclusively for visiting foreign national students and exchange scholars
(D) Category admissions conducted strictly under state and national sports quota reservations exclusively

29. Which of the following parameters is strictly BANNED by DoE circulars for criteria point calculation in private school entry-level admissions?
(A) Distance and neighborhood radial criteria defined by school management
(B) Sibling status of real brother or sister currently studying in the school
(C) Educational qualification or financial status of parents
(D) Alumni status of parents who passed out from the same school establishment

30. What is the statutory consequence if a recognized private unaided school fails to fill the allotted EWS/DG category seats despite candidates being allotted by DoE through computerized draw?
(A) Automatic conversion of all vacant seats into general category without prior permission
(B) Doubling of general category fee structure across all entry-level classes
(C) Direct administrative takeover of the school building by the Municipal Corporation
(D) Show-cause notice for withdrawal of school recognition

31. Which landmark Supreme Court judgment forms the foundation for DoE regulatory circulars requiring private schools built on government-allotted land to seek prior sanction before hiking fees?
(A) Modern School v. Union of India
(B) Unni Krishnan v. State of Andhra Pradesh
(C) Vishaka v. State of Rajasthan
(D) TMA Pai Foundation v. State of Karnataka

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32. According to DoE circulars based on Delhi School Education Act and Rules 1973, under which head can private unaided schools NOT collect fees or funds?
(A) Tuition Fee
(B) Capitation Fee / Donation
(C) Annual Fee
(D) Development Fee (exceeding 15% of tuition fee or collected without maintaining a depreciated reserve)

33. Consider the following statements regarding the utilization of 'Development Fee' by private unaided recognized schools as per DoE circulars:
I. Development fee cannot exceed 15% of the annual tuition fee charged.
II. It must be earmarked for capital expenditure and maintenance of equipment.
III. Schools can treat development fee as a profit

dividend for the school management trust.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

34. Private schools situated on land allotted by DDA with 'Land Clause' conditions must obtain prior approval from which authority before implementing any fee hike?
(A) Director of Education, GNCTD
(B) CBSE Chairman
(C) Finance Minister of Delhi
(D) Urban Development Ministry, GoI

35. What is the mandatory practice prescribed by DoE circulars regarding the filing of Statement of Fees under Section 17(3) of DSEA 1973 by private recognized schools?
(A) Filing fees statement only after the complete conclusion of the academic year
(B) Filing fees statement periodically once in every five academic years
(C) Filing fees statement prior to each academic session
(D) No mandatory requirement to file fees statement unless officially requested by DoE

36. Which account head must be maintained separately by private recognized schools for depositing development fees collected from students?
(A) General Cash Account
(B) Caution Money Reserve Account
(C) Management Capital Account
(D) Development Fund Account

37. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):
Assertion (A): Private unaided recognized schools cannot compel parents to purchase books, uniform, and stationery from a specific vendor recommended by the school.
Reason (R): DoE guidelines explicitly prohibit commercialization and mandate that a list of required books and uniform specifications be displayed publicly to allow open purchasing.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

38. If a student leaves a private school during the academic session, what is the rule regarding the refund of 'Caution Money' collected at the time of admission?
(A) Completely non-refundable to parents under any administrative circumstance
(B) Refundable within 30 days upon application
(C) Permanently retained by the school management as penalty for mid-term withdrawal
(D) Mandatory transfer of funds directly into the central DoE staff welfare fund

39. Which body is constituted under DoE directions at the district/state level to audit financial records of private schools demanding fee hikes?
(A) Central Vigilance Commission Investigation Wing
(B) Parliamentary Public Accounts Standing Committee
(C) Joint State Level Pay Anomaly Committee
(D) DoE Fee Audit Teams / Fee Committee

40. A private unaided recognized school increases its tuition fees by 30% mid-session without filing any proposal under Rule 180 of DSER 1973 or taking prior approval from DoE. Parents submit a representation to the Head of Government School (acting as Cluster Nodal Officer). What is the appropriate administrative procedure?
(A) Report to District DDE/Act Branch for show-cause notice and fee refund order
(B) The Head of Government School has summary powers to seal and lock the private school premises immediately
(C) Formally direct the affected parents to lodge a criminal complaint at the local Police Station for extortion
(D) Permanently ignore the representation as government school heads have no authority over private school monitoring

41. What is the online portal utilized by the Directorate of Education, GNCTD for processing routine online transfer applications of teachers?
(A) Public Financial Management System (PFMS)
(B) e-HRMS Central Government
(C) DoE MIS Portal / Online Transfer Module
(D) DIKSHA Portal

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42. As per the Teachers' Transfer Policy issued by DoE GNCTD, what is the standard tenure requirement (subject to periodic policy revisions) before a teacher generally becomes eligible to apply for voluntary transfer?
(A) 6 months of continuous service
(B) 1 year of continuous service
(C) 3 to 5 years
(D) 15 years of continuous service

43. Consider the following statements regarding the transfer guidelines for teaching staff in DoE Delhi:
I. Teachers who have completed maximum continuous tenure in a single school are liable for compulsory transfer/rotation.
II. Medical grounds, disability, and spouse posting cases are given priority weightage/ points.
III. Mutual transfers between two willing teachers of the same post and subject are permissible subject to competent authority approval.
IV. A teacher can demand transfer to a specific school as a matter of absolute statutory right.
Which of the statements given above are correct?
(A) I, II and III only
(B) I and IV only
(C) II and IV only
(D) I, II, III and IV

44. Who is the competent authority to issue administrative transfer and posting orders for Vice Principals and Principals within DoE GNCTD?
(A) Head of School of the respective institution
(B) Director of Education
(C) Zonal Education Officer of the concerned district
(D) Chairman of Central Board of Secondary Education

45. What does the term 'Deemed Vacancy' signify in the DoE teacher transfer guidelines?
(A) A vacancy arising strictly due to the sudden death or medical invalidation of an active teacher
(B) A sanction of a new teaching post created in a non-existent or proposed future school building
(C) A post open for transfer allocation after maximum tenure completion
(D) A post reserved exclusively for temporary guest faculty and contract teachers under scheme grants

46. Under DoE transfer guidelines, what happens if a teacher fails to join the newly posted school within the prescribed joining time after an official transfer order is issued?
(A) The transfer order automatically cancels and the teacher remains at the old station permanently
(B) The teacher is granted automatic extra extraordinary leave without pay for a period of one year
(C) The permanent post automatically converts into a temporary part-time contractual position
(D) Disciplinary action under CCS (CCA) Rules for order non-compliance

47. How are deployment and posting of Guest Teachers managed in DoE schools as per circulars?
(A) Through centralized online merit panel allocation on MIS portal
(B) Through direct manual negotiation and selection conducted by local school management committees
(C) By a public lottery system held under the supervision of zonal administrative education offices
(D) By releasing open local newspaper advertisements independently by individual school principals

48. What is the provision regarding the relief of a teacher transferred through the online transfer drive?
(A) The teacher can unilaterally delay relief until the end of the ongoing academic year without prior official approval
(B) HOS must relieve the teacher online within the stipulated timeframe
(C) Relief can strictly only be granted if a replacement substitute teacher arrives first, regardless of DoE directives
(D) Transferred teachers are required to formally resign from service and re-join at the new school establishment

49. Which of the following conditions provides priority/exemption consideration in DoE teacher transfer policies?
(A) Teachers who are office bearers of local social clubs

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(D) A is false but R is true

98. How are Business Blasters project funds accounted for by the Head of School under DoE EMC circulars?
(A) Maintained through official bank transactions and audited under scheme guidelines
(B) Deposited directly into the Principal's personal savings account for immediate operational convenience
(C) Kept as unrecorded physical cash in the principal's school locker without issuing official receipt vouchers
(D) Transferred directly to local neighborhood political committees for community development spending

99. Which component of EMC handbook activities encourages students to analyze real-life stories of successful individuals who overcame failures?
(A) Mindset Stories and Reflection
(B) Financial Balance Sheet Preparation
(C) Double Entry Bookkeeping Principles
(D) Commercial Law and Taxation Analysis

100. A group of Class XI students participating in the Business Blasters initiative requests permission to conduct a survey and market test in the local community during school-approved activity hours. How should the Head of School respond in accordance with EMC guidelines?
(A) Approve the experiential market survey activity under proper teacher supervision and safety guidelines
(B) Reject the request and mandate that students remain seated in the library studying academic textbooks
(C) Report the students for unauthorized commercial activity
(D) Require the students to pay a penalty fee to the school office before leaving

101. The 'Deshbhakti Curriculum' rolled out by the Directorate of Education, GNCTD is implemented across which grade levels in government schools?
(A) Nursery to Class XII
(B) Class IX and X only
(C) Primary level only
(D) Vocational classes only

102. What are the core themes/pillars embedded in the Deshbhakti Curriculum framework?
(A) Patriotism, Constitutional values, civic duty, and pride in country
(B) Military strategy, tactical drill maneuvers, and arms weapons training
(C) Political party ideology propagation and partisan campaign alignment
(D) Foreign commercial trade regulations and international currency exchange

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103. Consider the following statements regarding the pedagogy of the Deshbhakti Curriculum:
I. Daily Deshbhakti period starts with 'Deshbhakti Dhyan' (Mindful reflection on love for the nation).
II. Focuses on discussion of freedom fighters, unsung heroes, constitutional values, and everyday civic actions.
III. Emphasizes self-reflection through 'Deshbhakti Diary' entries by students.
IV. Includes a compulsory 100-mark written annual exam with negative marking.
Which of the statements given above are correct?
(A) I, II and III only
(B) I and IV only
(C) II and IV only
(D) I, II, III and IV

104. What does the concept of 'Everyday Deshbhakti' emphasize in the Deshbhakti Curriculum circulars?
(A) Performing compulsory physical military drills daily inside the school compound
(B) Expressing patriotism through civic duty, cleanliness, and respecting laws
(C) Shouting national political slogans continuously during regular academic class hours
(D) Enforcing strict international foreign travel prohibitions on all citizens

105. How is the 'Deshbhakti Diary' used by students in DoE schools?
(A) To record personal reflections and responses to Deshbhakti session discussions
(B) To write and issue financial payment receipts for monthly school fee collections
(C) As an official administrative logbook for recording daily teacher attendance entries
(D) To prepare notes and complete practice mock tests for commercial entrance exams

106. Does the Deshbhakti Curriculum prescribe a conventional rigid textbook focused on rote memorization of historical dates?
(A) Yes, rigid historical textbooks requiring

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regarding detention (No-Detention Policy as amended)?
(A) Regular assessment with re-examination and detention provisions in Classes V and VIII
(B) Mandatory strict detention in every single elementary class starting right from Class I level
(C) Automatic unconditional promotion up to Class XII level without conducting any formal examination
(D) Complete prohibition of all written and oral examinations in all elementary classes across schools

59. What is the duration prescribed for Autumn / Winter breaks in the annual academic calendar issued by DoE GNCTD?
(A) Continuous compulsory autumn vacation lasting for two full months for all institutions
(B) Continuous 45 days winter break mandatory across all district schools without exception
(C) Permanent prohibition where no vacations or breaks are allowed during the academic year
(D) Short term vacations around Dussehra/ Diwali and winter as notified by DoE

60. How are answer scripts of Mid-Term examinations for Classes IX and XI evaluated in DoE schools to maintain transparency and objectivity?
(A) Distributed to parents for mandatory evaluation and scoring at home after school hours
(B) Evaluation as per Examination Branch marking schemes with HOS cross-verification
(C) Digitized and shipped directly to affiliated foreign universities for external assessment
(D) Kept un-evaluated in sealed school trunks until final CBSE board examination results

61. Which annual state-level event organized under DoE circulars provides a platform for government school students to showcase talent in music, dance, theatre, and visual arts?
(A) Kala Utsav / Cultural Competitions
(B) National Olympiad of Science and Technology
(C) Annual Civil Services Day Cultural Parade
(D) Republic Day Parade Direct Contingent Selection

62. What is the main objective of the 'Youth and Eco Club' constituted in DoE schools pursuant to Ministry of Education and DoE guidelines?
(A) Promoting environmental awareness, energy conservation, and student leadership
(B) Organizing and conducting commercial trade fairs and corporate marketing events inside school premises
(C) Managing school financial investments, property acquisitions, and fixed deposit portfolio accounts
(D) Organizing teacher recruitment drives and competitive entrance testing for non-teaching staff posts

63. Consider the following statements regarding the conduct of Sports and Games activities under DoE circulars:
I. DoE organizes Zone, District, and State Level Sports Tournaments annually.
II. Winners at the State level are eligible to represent Delhi in the National School Games organized by SGFI.
III. Sports grant funds provided to schools can be diverted for general administrative office stationary expenses.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

64. What is the designated frequency for conducting mandatory Mass PT / Physical Activity sessions in DoE schools as per physical education circulars?
(A) Daily morning assembly sessions and scheduled PE periods
(B) Once every calendar month during designated centralized inspection visits
(C) Exclusively during annual sports day athletic meets
(D) Completely optional for all students based on interest

65. Which co-curricular initiative launched under DoE circulars promotes reading habits among students through structured reading activities and book fairs?
(A) Annual District Science Mela
(B) Reading Campaign
(C) State Sanskrit Promotion Week
(D) State Paryavaran Mela

66. Under DoE circulars, what safety clearance is compulsory before taking students on educational tours, excursions, or outdoor co-curricular trips?

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(A) Verbal consent from local market association and resident welfare representatives
(B) Informal oral approval from the nearby station police constable on duty only
(C) Parental consent, HOS approval, and DDE prior permission
(D) Mandatory rule stating no clearance is required if tour distance is under 100 km

67. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):
Assertion (A): DoE mandates the celebration of national importance days like Independence Day, Republic Day, and Gandhi Jayanti in all schools.
Reason (R): Co-curricular celebrations foster constitutional values, national integration, and civic responsibility among school students.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

68. What is the role of the 'State Science Exhibition' organized annually by DoE Science and TV Branch?
(A) Selecting and shortlisting students for inter-state political debates and youth parliament
(B) Distributing commercial electronics and computing hardware directly to public schools
(C) Fostering scientific temper, innovation, and STEM projects among students
(D) Testing secondary school teachers' general knowledge of historical and cultural events

69. Which scheme circular of DoE supports specialized coaching and mentoring for promising sports talent in government schools?
(A) Mid-Day Meal Nutritional Support and Health Monitoring Scheme
(B) Samagra Shiksha Secondary Vocational Education Support Scheme
(C) Mission Excellence / Sports Financial Assistance Scheme
(D) Directorate Teacher Welfare and Health Insurance Scheme

70. A student wins first prize in the State Level Essay Competition organized by DoE. The school management wants to utilize the allocated Student Welfare / Co-curricular Fund to present a cash award and certificate to the student in the school assembly. Is this permissible under DoE guidelines?
(A) No, co-curricular funds are strictly reserved for school building maintenance and civil repairs
(B) No, students are prohibited from receiving financial or cash awards during public assemblies
(C) Yes, but only if the entire prize money amount is directly deducted from teacher salaries
(D) Yes, encouraging student achievement through sanctioned co-curricular funds is permissible

MCQGPT

71. What is the primary focus of 'Mission Buniyaad' launched by the Government of NCT of Delhi in its schools?
(A) Providing advanced artificial intelligence and robotics training for Class XII students
(B) Strengthening foundational literacy and numeracy skills for Classes III to VIII
(C) Training school administrative teachers in public financial auditing and accounting
(D) Direct construction and maintenance of modern sports complexes in rural Delhi zones

72. Which baseline assessment framework is utilized under Mission Buniyaad to group students according to their learning levels?
(A) Diagnostic tool categorizing children into baseline reading and basic math levels
(B) Cumulative Grade Point Average performance recorded over the previous five academic years
(C) Standardized psychological IQ Assessment Test administered by certified external agencies
(D) Online Board Examination conducted centrally by state educational testing boards

73. Consider the following statements regarding the implementation of Mission Buniyaad in DoE schools:
I. Classes are structured based on the child's current learning level rather than strict grade-level curriculum during designated intervention periods.
II. Specialized learning materials and storybooks (e.g., Pragati material) are provided to students.

III. The goal is to ensure all children can read fluently and perform basic arithmetic (addition, subtraction, multiplication, division).
IV. Mission Buniyaad marks are directly added to final CBSE Class X board examination totals.

Which of the statements given above are correct?
(A) I, II and III only
(B) I and IV only
(C) II and IV only
(D) I, II, III and IV

74. Under Mission Buniyaad circulars, what is the role of the 'Summer Camp' organized during May-June in DoE schools?
(A) Providing compulsory summer physical and military orientation training to school teachers
(B) Offering targeted remedial FLN support to children lagging behind in basic skills
(C) Preparing senior secondary students for private commercial professional entrance exams
(D) Conducting routine administrative staff transfers and promotional posting interviews

75. Which Delhi Government initiative functions in synergy with Mission Buniyaad to track foundational learning outcomes in primary grades managed by local bodies (MCD) and DoE?
(A) PM-SHRI Central Infrastructure Scheme
(B) Chunauti Scheme / NIPUN Bharat
(C) Rashtriya Madhyamik Shiksha Abhiyan Program
(D) Mukhyamantri Pratibha Vikas Yojana Scheme

76. Under the 'Chunauti' academic reform framework of DoE, students of secondary classes were historically grouped into which performance groups for focused pedagogical intervention?
(A) Alpha and Beta
(B) Excellence and General
(C) Pratibha and Nishtha
(D) Science and Arts

77. What is the primary role of Mentor Teachers appointed under DoE flagship academic initiatives including Mission Buniyaad?
(A) Inspecting audited financial balance sheets and accounting ledgers of private unaided schools
(B) Initiating and directing formal disciplinary proceedings against delinquent government staff
(C) Directly managing school mid-day meal kitchens, supply distribution, and nutritional audits
(D) Providing academic handholding and conducting peer-learning workshops for teachers

78. Which assessment is conducted at the end of the Mission Buniyaad campaign period to evaluate skill progression of students?
(A) End-line Assessment
(B) Final Board Exam
(C) Psychometric Entrance Evaluation
(D) National Achievement Survey only

79. What role do School Management Committees (SMCs) play in Mission Buniyaad circular execution?
(A) Auditing teacher personal bank accounts and financial records
(B) Mobilizing parental awareness and supporting summer camps
(C) Printing centralized examination question papers for schools
(D) Hiring external private contractors for civil building work

80. A Class V teacher reports that 15 out of 40 students in the class are unable to read a simple paragraph in Hindi during the Mission Buniyaad baseline assessment. What pedagogical action is prescribed for the Head of School and teacher under DoE circulars?
(A) Fail these 15 students immediately and retain them in Class IV for another academic year
(B) Exclude these students from attending regular school classes until parents provide tutors
(C) Group students into targeted FLN activity sessions using Buniyaad materials
(D) Issue formal written warning letters to the parents threatening student expulsion

81. The 'Happiness Curriculum' implemented in DoE schools is designed for students of which grade levels?
(A) Nursery to Class VIII
(B) Class IX to Class XII only
(C) Degree college students only
(D) Vocational trainees only

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(B) Teachers within 1 or 2 years of superannuation
(C) Teachers owning personal vehicles
(D) Teachers who refuse to perform examination duties

50. What is the maximum joining time permitted for an intra-city administrative transfer within Delhi under DoE rules when no change of residence is involved?
(A) 10 working days from date of issue
(B) 7 working days from date of issue
(C) 1 day (joining next working day)
(D) 30 working days from date of issue

51. The uniform academic session in government and recognized schools under DoE GNCTD generally runs during which months?
(A) January to December of same year
(B) July to June of the next year
(C) April to March
(D) October to September of next year

52. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):
Assertion (A): DoE issues a centralized Examination Circular and Datesheet for Mid-Term and Annual Examinations for Classes III to XI in government schools.
Reason (R): Centralized evaluation and calendar adherence ensure uniform assessment standards and academic monitoring across all districts of GNCTD.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

53. Under the revised Assessment Policy circulars of DoE for Classes IX and XI, what is the minimum pass percentage required in each subject (theory and practical combined/separately as applicable) for promotion to the next class?
(A) 20%
(B) 33%
(C) 40%
(D) 50%

54. According to DoE examination circulars, what provision exists for students of Class IX who fail in one or two subjects in the Annual Examination?
(A) Immediate expulsion and removal of student from the school rolls
(B) Opportunity to appear in the Compartment examination
(C) Automatic unconditional promotion to next class without further evaluation
(D) Mandatory demotion and forced repetition of Class VIII academic curriculum

55. During the conduct of the Mid-Term Examination, a Head of School notices that the centralized question paper received on the secure DoE portal has a major printing error in a mathematical formula. What should the Principal do immediately as per DoE exam guidelines?
(A) Independently cancel the examination session for the entire administrative district on his own authority
(B) Tell students to solve the question using any wrong assumption and give full marks to everyone
(C) Immediately send all students home early and reschedule the paper independently without higher approval
(D) Immediately contact Exam Branch (HQ) and issue official clarification as instructed

56. What is the mandatory minimum attendance percentage required for a student to be eligible to appear in the Annual Board / School Examinations as per DoE/CBSE circulars (unless condoned on valid grounds by competent authority)?
(A) 50%
(B) 60%
(C) 75%
(D) 90%

57. Which branch of the Directorate of Education is responsible for setting policies, preparing sample papers, and releasing centralized datesheets for internal school examinations?
(A) Caretaking Branch Administration
(B) Right to Information Branch
(C) Examination Branch
(D) Pension and Grievance Branch

MCQGPT

58. Under the Right to Education (RTE) Act guidelines and DoE circulars for elementary classes (Classes I to VIII), what is the policy

ethical application in real life
(C) Grammatical analysis and structural breakdown of complex written sentences
(D) Speed writing practice and handwriting improvement drills under timed conditions

90. What role does the 'Happiness Coordinator' play in a DoE school establishment?
(A) Facilitating smooth implementation and supporting teachers in daily Happiness sessions
(B) Mandatory collection and financial bookkeeping of all monthly school tuition fees
(C) Purchasing, maintaining, and inventory auditing of physical education sports equipment
(D) Handling court litigation, legal compliance disputes, and official department notices

91. The 'Entrepreneurship Mindset Curriculum' (EMC) introduced by DoE GNCTD is target-designed for students of which classes?
(A) Nursery to Class V
(B) Class IX to Class XII
(C) Class I to Class III
(D) Post-graduate diploma level only

92. What is the primary objective of the Entrepreneurship Mindset Curriculum (EMC)?
(A) To force all students to drop out of school early and start immediate commercial trading businesses
(B) To develop critical thinking, risk-taking, problem-solving, and creativity in students
(C) To prepare senior secondary students exclusively for administrative government clerical jobs
(D) To teach advanced corporate tax accounting laws and international financial trade regulations

93. Consider the following statements regarding the 'Seed Money' / 'Business Blasters' component of EMC:
I. Financial seed capital (e.g., Rs. 2,000 per student) is provided to senior secondary students to develop business ideas.
II. Students form teams and pitch business prototypes in competitive forums.
III. The seed capital is a non-refundable grant meant for practical experiential learning in enterprise management.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

94. What is the role of 'Entrepreneur Interaction' sessions in the EMC framework:
(A) Inviting active entrepreneurs to interact with students and share business journeys
(B) Selling commercial products and marketing items directly to students inside classrooms
(C) Recruiting senior secondary students for temporary unpaid factory labor apprenticeship
(D) Collecting private corporate sponsorship money for major school building repair works

95. Is EMC delivered through conventional textbook memorization and numerical examinations?
(A) Yes, through heavy theoretical textbooks, memorization, and mandatory written examinations
(B) No, it uses activity handbooks, reflection journals, and projects without written tests
(C) Yes, through centralized board examinations conducted across all affiliated institutions
(D) No, it is taught through online animated films only without any teacher involvement

96. What is the flagship mega-event organized by DoE GNCTD where top student business teams showcase their projects to investors and mentors?
(A) Business Blasters Expo / Summit
(B) National Science Fair
(C) Bal Shree Competition
(D) International Trade Fair Contingent

97. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):
Assertion (A): EMC aims to shift student aspiration from being job-seekers to becoming job-creators.
Reason (R): Developing an entrepreneurial mindset enables youth to identify opportunities, innovate solutions, and generate employment in society.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false

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82. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):
Assertion (A): Happiness Curriculum periods begin with Mindful Awareness / Mindfulness practice in DoE schools.
Reason (R): Mindfulness helps students develop attentiveness, emotional self-regulation, and enhanced focus before engaging in learning activities.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

83. What are the three main components / pillars of daily activity in a Happiness Curriculum period?
(A) Formal Classroom Lecture, Dictation Exercises, and Daily Homework
(B) Mindfulness, Storytelling, and Activity with reflection
(C) Physical Drill Routines, Periodic Physical Tests, and Choir Singing
(D) Continuous Writing Drills, Grammar Lessons, and Rote Recitation

84. Is there a formal written pen-and-paper examination conducted for assessing students in the Happiness Curriculum?
(A) Yes, a compulsory 100-mark written pen-and-paper examination conducted at the end of each term
(B) No, assessment is qualitative, based on teacher observation of behavior and self-expression
(C) Yes, a centralized multiple choice board examination administered across state schools in Class VIII
(D) Yes, an external viva-voce evaluation conducted by an appointed UPSC panel at year end

85. During a routine classroom observation, a Head of School finds that a teacher is using the daily 45-minute Happiness period to complete unfinished Mathematics syllabus exercises. How should the Principal address this situation in accordance with DoE circulars?
(A) Commend the teacher for prioritizing core academic subjects over co-curricular developmental activities
(B) Instruct the teacher that Happiness periods are mandatory and cannot be substituted
(C) Cancel the Happiness Curriculum in the school timetable permanently across all secondary sections
(D) Deduct the teacher's salary for the day immediately without issuing any official administrative guidance

MCQGPT

86. What is the underlying philosophical framework that inspired the development of the Happiness Curriculum in Delhi government schools?
(A) Behaviorist Learning Theory and Operant Conditioning Framework formulated by B.F. Skinner
(B) Co-existential Philosophy (Madhyasth Darshan) focusing on harmony in self and society
(C) Classical Liberalism Political Theory derived from Enlightenment thinkers and philosophers
(D) Structural Functionalism Theory developed in modern sociological and educational frameworks

87. What is the designated annual event celebrated in Delhi schools to showcase student reflection and community engagement under the Happiness Curriculum?
(A) Happiness Utsav
(B) Math Olympiad
(C) Annual Sports Meet
(D) Republic Day Camp

88. How are teachers prepared for delivering the Happiness Curriculum effectively in DoE schools?
(A) Capacity-building workshops organized by SCERT Delhi and orientation modules
(B) No training is required as any subject teacher can conduct it without prior orientation or preparation
(C) Direct online self-study completed individually by teachers without official resource materials
(D) Foreign degree and postgraduate diploma programs in clinical psychology made legally mandatory

89. Which outcome is explicitly targeted through the reflection questions posed after stories in the Happiness Curriculum?
(A) Memorization and verbatim recall of story character names and plot timelines
(B) Critical thinking, value clarification, and

mandatory rote memorization of dates
(B) No, it uses theme-based handbooks facilitating open discussions and stories
(C) No, it relies entirely on watching commercial feature films during class hours
(D) Yes, standardized heavy textbooks published exclusively by foreign universities

107. Which of the following is NOT an intended outcome of the Deshbhakti Curriculum?
(A) Fostering deep love, national integration, and pride for India
(B) Respecting constitutional values, democratic principles, and diversity
(C) Encouraging blind compliance without critical reflection
(D) Developing a continuous sense of duty toward environment and nation

108. What is the role of teacher handbooks provided by SCERT Delhi for the Deshbhakti Curriculum?
(A) Providing guidance on facilitating reflective classroom discussions and learning
(B) Serving as official administrative legal registers for tracking school land disputes
(C) Containing confidential question papers and scoring keys for annual board exams
(D) Listing pension settlement details and service record books for retiring staff

109. How does the Deshbhakti Curriculum connect patriotism with environmental conservation?
(A) By treating environmental protection as an expression of patriotic responsibility
(B) By banning the study of natural sciences in secondary school academic curricula
(C) By declaring mandatory local tree planting a legally enforced military requirement
(D) It explicitly does not make any connection between patriotism and environment

110. A teacher reports that students are actively discussing how obeying traffic rules, conserving water, and standing up against bullying are acts of patriotism. This observation aligns directly with which curriculum framework of DoE GNCTD?
(A) Entrepreneurship Mindset Curriculum
(B) Happiness Curriculum
(C) Deshbhakti Curriculum
(D) Mission Buniyaad

111. What is the primary administrative instrument used by DoE supervisory officers (EOs/DDEs) during official monitoring visits to assess school functioning?
(A) Comprehensive Financial Balance Sheet Ledger
(B) Standardized Inspection Proforma
(C) Annual Cumulative Student Report Card File
(D) Approved Civil Building Plan Architectural Map

112. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):
Assertion (A): Annual administrative inspection of recognized schools by designated inspection teams is a mandatory statutory requirement under Section 19 of the Delhi School Education Act, 1973.
Reason (R): Regular inspection ensures compliance with prescribed educational standards, safety norms, teacher qualification rules, and proper financial management.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

MCQGPT

113. What key domain is assessed during a surprise monitoring visit conducted by the DDE (District) or Quality Monitoring Cell in a government school?
(A) Classroom pedagogical practices and student attendance
(B) Cleanliness of toilets and availability of drinking water
(C) Maintenance of stock registers, mid-day meal quality, and safety protocols
(D) All of the above

114. Following an official inspection, within what timeframe is the Head of School generally required to submit an Action Taken Report (ATR) addressing rectifiable deficiencies noted in the inspection report?
(A) 24 hours from receipt of the notice
(B) 7 to 15 days as specified in notice
(C) 1 year from the date of inspection
(D) At the time of officer superannuation

115. An inspection team from the Zonal Education Office conducts an surprise inspection of a

Sarvodaya Kanya Vidyalaya and finds that the Fire Safety Certificate has expired two months ago and cash book entries are pending updating for three weeks. What is the immediate duty of the Head of School upon receiving the inspection note?
(A) Destroy the inspection note immediately and deny entry to future visiting inspection teams
(B) Initiate fire safety renewal, update cash book, and submit ATR to DDE
(C) File a formal court litigation case against the visiting inspection team for unlawful trespass
(D) Transfer full blame to the school caretaker and take no further administrative compliance action

116. Who heads the District Level Monitoring Committee for supervising overall school administrative performance and RTE compliance in GNCTD?
(A) Senior Head of School / Principal of Senior Secondary School
(B) Deputy Director of Education (District)
(C) Representative Primary School Senior Teacher
(D) Regional Director of Central Board of Secondary Education

117. What is the role of 'SAMARTH' / Online School Inspection Module on the DoE portal?
(A) Digitally recording inspection findings and monitoring real-time ATR submissions
(B) Purchasing student textbooks and instructional materials online through central portals
(C) Processing and transferring monthly teacher salary payments directly to bank accounts
(D) Organizing and conducting online union elections for government employee associations

118. Which aspect is evaluated under the 'Academic Supervision' component of a school inspection?
(A) Teacher diary, lesson plan execution, and student notebook corrections
(B) Financial auditing of fixed deposits and school commercial bank accounts only
(C) Measuring electrical wiring thickness and structural safety of power lines
(D) Technical measurement of boundary wall height and security gate dimensions

119. Under DSER 1973, who is empowered to issue a formal show-cause notice to a recognized private school if severe irregularities are uncovered during inspection?
(A) School Management Committee Chairman
(B) Director of Education
(C) Station House Officer of local Police Station
(D) State Government Commercial Tax Officer

120. Inspection guidelines issued by DoE mandate that school building infrastructure, laboratories, and playgrounds must conform to safety standards specified under which national code/ authority directives?
(A) National Building Code and Supreme Court safety guidelines
(B) Municipal market commercial construction regulations and guidelines
(C) Foreign international building safety standards and directives
(D) Local trade association structural safety and fire guidelines

121. What agency is primarily responsible for major civil and electrical repair works, infrastructure construction, and structural maintenance in Delhi Government schools?
(A) Public Works Department (PWD)
(B) Delhi Police Headquarters Safety Wing
(C) National Highway Authority of India
(D) DDA Housing and Land Development Branch

122. Under DoE financial guidelines, what grant is provided directly to Heads of Schools annually for minor repairs, maintenance, and cleanliness of school premises?
(A) Personal Principal Administrative Allowance Grant
(B) School Maintenance Grant (SMG) / VKS Grant
(C) Capital Investment Reserve Construction Grant
(D) Foreign Educational Exchange Development Grant

123. Consider the following statements regarding the School Management Committee (SMC) / School Infrastructure Improvement initiatives in DoE schools:
I. SMCs participate in deciding priorities for school maintenance utilizing allocated scheme grants.
II. Estate Managers are deployed in DoE schools

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to assist the Head of School in monitoring daily sanitation, security, and maintenance works.

III. Heads of Schools have unlimited powers to construct new multi-story school blocks without PWD technical sanction.

Which of the statements given above are correct?

(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

124. What is the role of an 'Estate Manager' posted in DoE schools as per executive guidelines?

(A) Teaching senior secondary physics and conducting practical laboratory classes
(B) Supervising sanitation, physical infrastructure, and security staff
(C) Auditing cumulative annual examination marks and tabulating report cards
(D) Preparing nutritional mid-day meal recipes and inspecting school canteens

125. Which official online portal/app is utilized by Heads of Schools in DoE GNCTD to lodge civil and electrical repair requisitions directly with the PWD maintenance staff?

(A) IRCTC Public Services Portal
(B) PWD Service Maintenance Portal
(C) National e-SANAD Verification Portal
(D) Government e-Marketplace (GeM) Portal

126. Under school safety guidelines issued by DoE, how frequently should structural safety audits and fire safety NOC renewals of school buildings be monitored?

(A) Once in every 50 years during major structural renovation drives
(B) Periodically as per statutory requirements (Fire NOC valid for 3 years)
(C) Structural auditing is legally prohibited for government school buildings
(D) Every single month the building must be completely vacated and rebuilt

127. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):

Assertion (A): Head of School must ensure functional, clean, and separate toilet facilities for boys and girls with continuous water supply in the school campus.

Reason (R): Right to Education Act 2009 and DoE infrastructure guidelines mandate clean sanitation facilities as a fundamental standard for a healthy school environment.

In the light of the above statements, choose the correct option:

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

128. What action must a Head of School take if a portion of the school building ceiling shows signs of dangerous concrete spalling or structural cracks?

(A) Ignore the structural defects completely until the end of the ongoing academic year
(B) Cordon off the area, vacate students, and issue an urgent requisition to PWD
(C) Direct senior students to repair and plaster the damaged ceiling during art class
(D) Cover the visible structural cracks with decorative paper posters and wall hangings

129. What is the main objective of establishing 'RO Drinking Water Plants' and regular water testing in DoE schools?

(A) Ensuring safe, potable drinking water to prevent waterborne diseases
(B) Providing commercial packaged bottled mineral water for retail sale inside schools
(C) Meeting heavy industrial manufacturing and chemical processing quality standards
(D) Storing emergency water reserves exclusively for local municipal fire brigade use

130. During an inspection of the school sports ground, the Head of School notices an open, uncovered high-voltage electrical junction box installed near the student play area. What administrative and safety action should the Principal take immediately?

(A) Wait passively for the routine annual PWD maintenance team visit next academic session
(B) Cordon off the area, notify PWD Electrical Division, and log a portal issue
(C) Direct the physical education teacher to repair high-voltage electrical wiring personally
(D) Post an announcement on the school notice board asking students to be careful while playing near it

MCQGPT

avoids unnecessary relocation during the final stages of career service, and allows teachers to complete their tenure smoothly.

50. (C) 1 day (joining next working day)
For intra-city administrative transfers within Delhi where no physical change of residence is involved, departmental rules specify a joining time of one day, requiring the employee to join duty on the next working day following relief. This rule minimizes instructional disruption and ensures swift administrative transitions across schools.

51. (C) April to March
The standardized academic session in government and recognized schools under the Directorate of Education in Delhi runs from April of one calendar year to March of the subsequent year. This uniform calendar aligns state educational operations, curriculum pacing, examination schedules, and financial year budgeting across all participating institutions.

52. (A) Both A and R are true and R is the correct explanation of A
The Directorate of Education issues a centralized examination datesheet and uniform question papers for Mid-Term and Annual Examinations across Classes III to XI in state schools. Standardized examination schedules enforce consistent assessment quality, maintain curriculum delivery timelines, and enable uniform monitoring of student achievement across all educational districts.

53. (B) 33%
Revised assessment policy guidelines issued by the Directorate of Education for Classes IX and XI require students to secure a minimum of 33% marks in each subject to qualify for promotion. For subjects involving practical components, students must obtain 33% separately in theory and practical examinations to pass.

54. (B) Opportunity to appear in the Compartment examination
As per examination rules issued by DoE, Class IX students who fail in one or two subjects in the Annual Examination are provided an opportunity to appear in a Compartment examination. Passing this re-examination enables students to fulfill promotion criteria and advance to Class X without repeating the entire academic year.

55. (D) Immediately contact Exam Branch (HQ) and issue official clarification as instructed
Upon discovering a major printing error or discrepancy in a centralized question paper, the Head of School must immediately contact the Examination Branch at headquarters. The Principal should strictly implement official instructions and clarifications provided by headquarters rather than independently modifying, canceling, or rescheduling the ongoing examination session.

56. (C) 75%
Departmental guidelines and examination board regulations mandate that a student must maintain a minimum overall attendance of 75% during the academic session to be eligible to appear in annual school or board examinations. Shortages can only be condoned by competent authorities under exceptional, documented medical or emergency circumstances.

57. (C) Examination Branch
The Examination Branch of the Directorate of Education formulates assessment policies, designs sample question papers, prepares centralized marking schemes, and issues official examination timetables for internal school tests. It maintains evaluation standards and ensures uniform conduct of mid-term and annual examinations across all government and aided schools in Delhi.

58. (A) Regular assessment with re-examination and detention provisions in Classes V and VIII
Following amendments to the Right to Education Act and supporting DoE circulars, the no-detention policy was modified. While continuous evaluation continues in elementary grades, regular examinations are held in Classes V and VIII. Students failing annual exams receive re-examination opportunities, with detention permissible if they fail the re-test.

59. (D) Short term vacations around Dussehra/ Diwali and winter as notified by DoE
The official academic calendar released annually by the Directorate of Education specifies designated short-term breaks during the academic session. These include an autumn vacation around Dussehra and Diwali festivals along with a scheduled winter break, balancing instructional days with structured seasonal vacation periods for students and teaching staff.

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(B) Prohibited except for census, disaster relief, and election duties
(C) Teachers can be legally mandated to work in commercial state banks on weekends
(D) Teachers are required to manage local neighborhood traffic during peak hours daily

140. A Sarvodaya Vidyalaya's enrollment in Science stream Class XI-XII drops significantly, leaving two PGT (Physics) teachers for only 15 students, while a neighboring school has 120 Science students and only one PGT (Physics). What procedure is initiated by the DDE District under DoE deployment circulars?
(A) Retrench both teaching positions immediately and terminate employee contracts
(B) Declare one PGT surplus and redeploy through rationalization
(C) Permanently convert the Physics laboratory facility into a commercial school canteen
(D) Formally order students to study independently without subject teachers allocated

141. What official online mechanism is established by GNCTD for citizens and employees to lodge online public grievances, including education department matters?
(A) PGMS / CPGRAMS Portal
(B) UMANG Mobile Application Platform
(C) DigiLocker Document Verification System
(D) e-SANAD Attestation Service System

142. Given below are two statements, one labeled as Assertion (A) and the other as Reason (R):
Assertion (A): Every Head of School is required to maintain a Public / Parent Grievance Register and designate specific weekly hours for meeting parents.
Reason (R): Effective grievance redressal at the institutional level prevents escalation of disputes, fosters institutional trust, and ensures accountable administration.
In the light of the above statements, choose the correct option:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

143. Within what time frame should a grievance received through PGMS portal generally be disposed of or given an interim reply by the concerned designated authority in DoE?
(A) Within 24 hours of filing
(B) Within 30 days
(C) Within 6 months of filing
(D) Within 3 years of filing

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144. What forum existing in every government school under RTE Act provides a direct platform for parents to raise grievances regarding school facilities, student welfare, and mid-day meals?
(A) School Management Committee (SMC)
(B) Staff Selection Commission Board
(C) Central Vigilance Oversight Committee
(D) District Court Legal Services Committee

145. A teacher submits a formal written grievance regarding non-disbursement of arrears due after pay fixation to the Head of School. Three months pass without any response or forwarding of the case to the Pay & Accounts Office. The teacher files a grievance on the PGMS portal. What is the administrative duty of the Head of School upon receiving the PGMS portal notice from DDE office?
(A) Examine claim, process bill through PAO, and upload redressal report
(B) Issue a formal memo to the teacher for filing a grievance and refuse file processing
(C) Ignore the PGMS notice completely as internal school service matters are exempt
(D) Return the file to the teacher stating formally that arrears are never payable

146. Which body in GNCTD functions as an independent statutory authority to protect child rights and hear complaints regarding violations of child rights in Delhi schools?
(A) Delhi Commission for Protection of Child Rights
(B) Delhi State Finance and Resource Planning Commission
(C) Central Information and Transparency Oversight Commission
(D) University Grants Commission Oversight Body

147. Under DoE circulars, who functions as the Grievance Redressal Officer for staff internal service grievances at the Education District level?
(A) Deputy Director of Education (District)
(B) Section Officer (Accounts)
(C) Head Clerk of the School

(D) Principal of a neighboring private school

148. What is the mandatory practice regarding the display of information boards related to RTI and Grievance Officers at the entry gate of DoE schools?

(A) Name and contact details of PIO, FAA, and Grievance Officer must be displayed

(B) Strictly prohibited from displaying any official staff contact details on boards

(C) Displaying details of commercial vendors and private contractors only on notice boards

(D) Displaying contact information exclusively in foreign languages on public boards

149. If a parent submits a complaint regarding corporal punishment inflicted on a child in a school, under what authority/guidelines must the Head of School immediately initiate an inquiry?

(A) RTE Act, POCSO guidelines, and DoE circulars against corporal punishment

(B) Commercial Disputes and Trade Arbitration Governance Act Administrative Regulations

(C) Motor Vehicles and Highway Transportation Regulatory Act Provisions

(D) Delhi Municipal Corporation Act Administrative Governance Section 12

150. What is the primary objective of establishing a Staff Grievance Redressal Committee inside a large school establishment?

(A) Addressing internal service issues locally before escalation to higher authorities

(B) Conducting and supervising annual elections for recognized employee trade unions

(C) Managing and operating commercial food canteens inside school campus establishments

(D) Auditing national and state government tax collections and revenue receipts

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ANSWERS

1. (B) Director of Education
The Director of Education functions as the administrative and operational head of the Directorate of Education under the Government of NCT of Delhi. This authority oversees the execution of educational policies, manages overall departmental administration, supervises district field offices, and ensures statutory compliance across both government and recognized private schools within the region.

2. (A) Director of Education, Delhi
Under the Delhi School Education Act of 1973, the Director of Education is designated as the statutory authority empowered to grant, regulate, or withdraw recognition for private unaided schools. This power ensures that private educational institutions fulfill prescribed standards regarding infrastructure, staff qualifications, financial stability, and governance before operating within the territory.

3. (A) I and II only
The Directorate of Education in Delhi is directly responsible for ensuring free and compulsory education under the Right to Education Act of 2009 in state-run schools. It also regulates admissions and fee structures in recognized private unaided schools. Board examinations like AISSCE are conducted independently by the Central Board of Secondary Education.

4. (D) Lieutenant Governor of Delhi
Within the executive hierarchy of the Government of NCT of Delhi, the Lieutenant Governor serves as the ultimate appellate authority for appeals against penalty orders issued by the Director of Education under service rules. This framework ensures administrative oversight, procedural fairness, and executive review for departmental employees seeking redress against administrative actions.

5. (C) Planning Branch
The Planning Branch of the Directorate of Education Secretariat handles the formulation, allocation, and monitoring of capital budgets and infrastructure projects in government schools. It works closely with executing agencies to plan structural expansions, track financial expenditures, and ensure timely completion of school building maintenance and development initiatives across all districts.

6. (B) Conducting internal audits of government school and administrative accounts
The Audit Branch within the Directorate of Education performs internal financial audits across government schools, zonal offices, and administrative branches. Its primary responsibility is verifying accounting records, ensuring adherence to financial rules, detecting procedural irregularities, and maintaining fiscal discipline and transparency in the utilization of government funds and school grants.

7. (A) Both A and R are true and R is the correct explanation of A
Rule 43 of the Delhi School Education Rules, 1973 explicitly authorizes the Director of Education to issue executive directions and instructions for regulating school education. Consequently, binding circulars issued by the Directorate apply to both government and recognized private schools, providing a statutory foundation for uniform administrative and academic regulation across Delhi.

8. (A) Inclusive Education Branch (IEB)
The Inclusive Education Branch under the Directorate of Education specifically focuses on implementing educational rights and facilities for Children with Special Needs. It oversees the deployment of resource teachers, provision of assistive devices, barrier-free infrastructure creation, and execution of inclusive pedagogical frameworks across government and aided schools in the state.

9. (C) Determining the price of textbooks published by NCERT
Determining textbook pricing for NCERT publications falls outside the purview of the Directorate of Education, as NCERT operates as an autonomous national body under the Ministry of Education. The Directorate focuses on regulating minimum teacher qualifications, managing entry-level admission schedules, and

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approving schemes of management for recognized private schools in Delhi.

10. (A) Implement the Director's circular immediately, as DoE directives are binding
Directives issued by the Director of Education carry binding statutory authority over all recognized schools within the jurisdiction under the Delhi School Education Act and Rules. Heads of schools are obligated to implement official executive circulars immediately without waiting for third-party endorsements or local body approvals, ensuring prompt compliance with official directives.

11. (C) 12 Districts
For effective administrative control and decentralized educational monitoring, the Directorate of Education, GNCTD is structured into twelve administrative Revenue and Education Districts. This organizational setup facilitates smooth administrative communication, efficient resource management, regular school inspections, and localized monitoring of educational programs and public grievance redressal across the entire territory.

12. (B) Deputy Director of Education (District)
A Deputy Director of Education serves as the administrative head of an Education District within the Directorate of Education, GNCTD. The District DDE exercises supervisory control over educational zones, enforces statutory regulations, coordinates district-level academic and administrative functions, and acts as the administrative liaison between regional authorities and individual school heads.

13. (A) I, II and III only
Educational Districts are subdivided into administrative Zones headed by Education Officers or Zonal Deputy Directors. These Zonal offices directly handle routine school administration, pay-fixation verifications, and leave approvals beyond a Principal's power. Zones function as subordinate field units under the administrative supervision of the District DDE rather than operating as autonomous bodies.

14. (D) Education Officer (Zone) → Deputy Director (District) → Regional Director
The administrative hierarchy above a Head of School follows a structured upward chain of authority. Immediately above the school Principal is the Education Officer controlling the administrative Zone, followed by the Deputy Director of Education governing the District, and ultimately the Regional Director overseeing a cluster of educational districts.

15. (A) Deputy Director of Education (District)
Under the Right to Information Act of 2005, the Deputy Director of Education at the District level is designated as the First Appellate Authority for information requests originating from government schools in that district. Applicants dissatisfied with the response of the Public Information Officer can file an appeal with this officer.

16. (B) Educational Zone Office
The Educational Zone Office serves as the primary operational unit responsible for grass-roots administrative monitoring, academic inspection, and routine coordination of government schools under the Directorate of Education. Headed by an Education Officer, it ensures direct supervisory oversight, resolves immediate school operational issues, and facilitates seamless execution of departmental schemes.

17. (B) District DDE / Zonal EO
Matters relating to private school recognition, land allotment conditions verification, and regulatory fee complaints at the district level are handled directly by the District Deputy Director of Education and Zonal Education Officers. These authorities conduct local verifications, evaluate institutional compliance with statutory provisions, and submit administrative reports to headquarters.

18. (A) P-1, Q-2, R-3
Regional Directors of Education supervise administrative regions comprising two to three Education Districts. The Deputy Director of Education manages educational administration at the Revenue District level. The Education Officer holds primary jurisdiction over a specific Educational Zone, ensuring decentralized monitoring and administrative control across all institutional levels in the department.

19. (C) Academic support, teacher training, and field research
District Institutes of Education and Training operate as academic support bodies

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collaborating with District Education Offices in GNCTD. DIETs focus on conducting continuous professional development programs for teachers, offering pedagogical guidance, organizing field research, and developing learning materials to enhance overall classroom educational quality across elementary and secondary school levels.

20. (D) Office of the Zonal Education Officer
An administrative appeal regarding student admission refusal in a government school is initially submitted to the Office of the Zonal Education Officer. As the direct supervisory authority above the Head of School, the Zonal Education Officer reviews the case, verifies capacity and RTE compliance, and issues appropriate instructions for resolution.

21. (C) 25%
In compliance with Section 12(1)(c) of the Right to Education Act and supporting DoE guidelines, private unaided recognized schools must reserve at least 25% of seats at entry-level classes for children belonging to Economically Weaker Sections, Disadvantaged Groups, and Children with Special Needs, providing free education through state reimbursement mechanisms.

22. (A) Both A and R are true and R is the correct explanation of A
Section 13 of the Right to Education Act strictly prohibits private recognized schools from charging capitation fees or subjecting children and parents to screening procedures during entry-level admissions. Violations trigger statutory financial penalties, rendering DoE directives against screening and donation requests legally binding across all private unaided schools in Delhi.

23. (D) Centralized computerized draw of lots
To guarantee complete transparency and eliminate bias in entry-level admissions for Economically Weaker Section and Disadvantaged Group categories, the Directorate of Education conducts a centralized computerized draw of lots. This automated system selects eligible applicants impartially and directly allocates seats across private unaided recognized schools throughout Delhi without manual intervention.

24. (C) 5 years to 6 years
DoE guidelines governing plan admissions in government schools specify that a child seeking admission to Class I should generally have completed 5 years but not reached 6 years of age as of 31st March of the academic year, subject to permissible age relaxation rules issued by competent authorities.

25. (C) Admit the child into an age-appropriate class with Special Training
Under Section 4 of the Right to Education Act and departmental circulars, out-of-school children must be admitted directly into an age-appropriate class regardless of admission deadlines. The Head of School must arrange Special Training to bridge academic gaps, ensuring the child integrates smoothly into the regular formal schooling environment.

26. (A) Income tax return showing income above Rs. 8 Lakh per annum
An income tax return exceeding eight lakh rupees per annum contradicts eligibility requirements for Economically Weaker Section admissions and cannot serve as residence proof. Valid documents include ration cards containing the child's name, domicile certificates, or passports, which prove local residency within the state without exceeding prescribed financial thresholds.

27. (B) Rs. 1,00,000 per annum
Under the prevailing guidelines issued by the Directorate of Education for EWS admissions in Delhi schools, the total annual parental income limit from all sources must not exceed one lakh rupees. Families falling within this financial threshold are eligible to apply for reserved entry-level seats in private recognized schools.

28. (B) Admissions of students transferring from non-government schools or outside Delhi
Non-Plan Admission under Directorate of Education circulars refers to the formal admission process for students seeking transfer into government schools from recognized private schools, unrecognised institutions, or schools located outside Delhi. It follows specific departmental registration schedules and verification procedures separate from routine internal plan feeder admissions.

29. (C) Educational qualification or financial status of parents
Directives issued by the Directorate of Education strictly prohibit private unaided schools from assigning admission criteria points based on

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131. What is the primary parameter used by DoE to determine teacher allocation and post sanctioning in government schools under rationalization rules?
(A) Principal's personal discretion and administrative preference
(B) Student-Teacher Ratio and period workload norms
(C) Total geographical land area of the school playground compound
(D) Total number of physical classroom rooms in the school building

132. As per RTE Act 2009 standards for primary classes (Classes I to V), what is the prescribed Pupil-Teacher Ratio (PTR) norm?
(A) 15:1
(B) 30:1
(C) 45:1
(D) 60:1

133. Consider the following statements regarding the 'Post Fixation' drive conducted annually by DoE:
I. Post fixation calculates the required strength of TGTs, PGTs, and primary teachers based on actual student enrollment in each subject/medium.
II. Surplus teachers identified in a school during post fixation are subject to rationalization and redeployment to needy schools.
III. Post fixation applies only to private non-aided schools and exempts government schools.
IV. Staff allocation is updated on the DoE MIS portal.
Which of the statements given above are correct?
(A) I, II and IV only
(B) I and III only
(C) II and III only
(D) I, II, III and IV

134. What is the term used in DoE circulars for a teacher who is declared beyond the sanctioned strength of a school based on current student enrollment norms?
(A) Guest Teacher
(B) Surplus Teacher
(C) Deficit Teacher
(D) Probationary Officer

135. What is the mandatory weekly workload (in terms of teaching periods/clock hours) prescribed for regular teaching staff as per DoE norms and guidelines?
(A) Exactly 10 teaching periods per week across all cadres
(B) 36 to 45 periods per week including preparation time
(C) Exactly 60 teaching periods per week across all cadres
(D) No fixed period limit, depending on daily student attendance

136. Under DoE teacher rationalization guidelines, which criterion is generally applied first while identifying a surplus teacher in a particular subject within a school?
(A) Teacher with longest continuous stay / junior-most as per policy
(B) Teacher holding the highest academic and professional qualifications
(C) Teacher residing closest to the physical location of the school campus
(D) Teacher currently assigned to teach the highest secondary class section

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137. Which branch at Directorate HQ coordinates the annual post fixation and rationalization exercise for government schools?
(A) Personnel Branch (E-II/E-III/E-IV) / Planning Branch
(B) State Sports and Physical Education Promotion Branch
(C) Central School Transport and Fleet Management Branch
(D) Directorate Legal Cell and Judicial Affairs Compliance Branch

138. Can a Head of School deploy a Post Graduate Teacher (PGT) reserved for Class XI-XII to teach Class I-II on a regular permanent basis without official DoE sanction?
(A) Yes, Head of School has full authority to change cadre roles permanently
(B) No, deployment must follow sanctioned post, subject, and cadre norms
(C) Yes, provided the PGT submits a written request for primary teaching
(D) Yes, whenever primary grade teachers are absent or on organized strike

139. What is the statutory requirement under RTE Act 2009 regarding the deployment of teachers for non-educational purpose activities?
(A) Teachers can be routinely deployed for any administrative government work anytime

reflect genuine operational needs rather than surplus accumulation.

40. (A) Report to District DDE/Act Branch for show-cause notice and fee refund order
Unilateral fee increases implemented without submitting proposals under Rule 180 of DSER 1973 or securing prior approval from competent authorities are legally impermissible. Upon receiving parent representations, the official forwards the case to the District DDE and Act Branch, initiating show-cause proceedings and issuing mandatory orders to refund unapproved fee collections.

41. (C) DoE MIS Portal / Online Transfer Module
The Directorate of Education manages routine online transfer applications for teaching staff through its dedicated MIS Portal and Online Transfer Module. This digital system automates transfer requests, calculates preference points transparently, tracks vacancy statuses across schools, and issues official online transfer orders while eliminating discretionary manual interventions.

42. (C) 3 to 5 years
Under the Teachers' Transfer Policy framed by DoE GNCTD, teachers generally complete a minimum continuous service tenure of three to five years at a single school station before becoming eligible to apply for voluntary transfer. This rule ensures organizational administrative stability while offering periodic mobility options for teaching staff.

43. (A) I, II and III only
Teachers completing maximum tenure in a single school face mandatory rotation to ensure balanced staffing. Priority transfer points are awarded for medical condition, disability, or spouse posting cases. Mutual transfers between consenting teachers of identical posts are allowed upon approval. However, requesting specific school postings as an absolute right is legally invalid.

44. (B) Director of Education
The Director of Education serves as the designated competent authority empowered to issue administrative transfer and posting orders for Vice Principals and Principals across government schools in Delhi. This centralized power maintains executive control, addresses institutional operational requirements, and balances administrative leadership distribution across all district educational establishments.

45. (C) A post open for transfer allocation after maximum tenure completion
In DoE transfer guidelines, a deemed vacancy refers to a teaching post occupied by an incumbent who has completed the maximum permissible continuous tenure at a school station. Such posts are formally declared open in the transfer portal module, enabling eligibility allocation and routine administrative rotation during annual transfer drives.

46. (D) Disciplinary action under CCS (CCA) Rules for order non-compliance
Failure to report to a newly allocated school within the prescribed joining period following an official transfer order constitutes a direct breach of administrative directives. Under departmental rules, such unauthorized absence or refusal to comply triggers formal disciplinary proceedings against the defaulting teaching employee under the CCS (CCA) Rules.

47. (A) Through centralized online merit panel allocation on MIS portal
The deployment and allocation of Guest Teachers across government schools in Delhi are managed through a centralized online merit system hosted on the DoE MIS portal. This digital process evaluates merit scores, matches subject-wise vacancies, and generates systematic allocation lists transparently without requiring manual school-level recruitment procedures.

48. (B) HOS must relieve the teacher online within the stipulated timeframe
Once an official transfer order is issued through the online transfer drive, the Head of School is obligated to relieve the transferred teacher online through the MIS portal within the specified timeframe. Unilateral retention or delaying relief without explicit written permission from the competent authority violates departmental instructions.

49. (B) Teachers within 1 or 2 years of superannuation
Teachers nearing retirement, specifically those within one or two years of superannuation, are granted priority consideration or exemption under DoE transfer guidelines. This compassionate provision minimizes administrative disruption,

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parental educational qualifications, financial status, or occupation. Entry-level admission criteria must remain non-discriminatory, transparent, and objective, focusing primarily on neighborhood radial distance, sibling enrollment, or alumni status without screening family socioeconomic backgrounds.

30. (D) Show-cause notice for withdrawal of school recognition
Failure by a recognized private unaided school to admit candidates allotted under EWS/ DG categories through the computerized draw constitutes a severe violation of statutory provisions. In such cases, the Directorate of Education issues a formal show-cause notice initiating proceedings for withdrawal of school recognition under the Delhi School Education Act.

31. (A) Modern School v. Union of India
The landmark Supreme Court ruling in Modern School v. Union of India established that private schools situated on government-allotted land containing a land clause must obtain prior approval from the Director of Education before hiking fees. This judgment prevents commercialization and ensures regulatory supervision over private school fee structures.

32. (B) Capitation Fee / Donation
Under the Delhi School Education Act and Rules of 1973, collecting capitation fees or receiving voluntary donations for granting school admission is strictly prohibited. Recognized private unaided schools are permitted to charge only approved fee heads like tuition, annual, and development fees, ensuring educational institutions operate without commercial exploitation.

33. (A) I and II only
Development fee collected by private unaided schools must not exceed fifteen percent of the annual tuition fee charged. It is strictly earmarked for capital expenditure, equipment procurement, and infrastructure maintenance. Treating development fee as profit dividends or transferring funds to management trusts is illegal under departmental regulatory directives.

34. (A) Director of Education, GNCTD
Private recognized schools constructed on land allotted by the Delhi Development Authority subject to the land clause must submit fee hike proposals to the Director of Education, GNCTD. The school cannot implement any fee increase without obtaining prior written sanction from the Director following a detailed financial audit.

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35. (C) Filing fees statement prior to each academic session
Section 17(3) of the Delhi School Education Act, 1973 mandates that every recognized private school must file a detailed Statement of Fees with the Director of Education prior to the commencement of each academic session. Schools are prohibited from charging fees higher than those declared in the filed statement.

36. (D) Development Fund Account
Regulatory circulars issued by the Directorate of Education mandate that private recognized schools must deposit all collected development fees into a dedicated Development Fund Account. Maintaining an exclusive account ensures these funds remain specifically earmarked for non-recurring capital expenditure, facility upgrading, and equipment maintenance rather than general operational activities.

37. (A) Both A and R are true and R is the correct explanation of A
Directorate directives strictly prohibit private recognized schools from compelling parents to purchase textbooks, uniforms, or stationery from specific vendors. Schools must publicly display lists of required books and uniform specifications, empowering parents to make purchases from any open market vendor of their choice without institutional pressure.

38. (B) Refundable within 30 days upon application
Caution money collected from students at the time of admission represents a refundable security deposit. When a student leaves a private recognized school, the management is obligated under departmental rules to refund the caution money within thirty days of receiving a formal application, provided no institutional property damage is unrecovered.

39. (D) DoE Fee Audit Teams / Fee Committee
The Directorate of Education constitutes specialized Fee Audit Teams and Fee Committees at district and state levels to examine financial balance sheets, account books, and expense records of private schools requesting fee increases. These audit teams ensure that fee hike proposals

60. (B) Evaluation as per Examination Branch marking schemes with HOS cross-verification
Answer scripts for internal Mid-Term examinations in Classes IX and XI are evaluated by subject teachers strictly adhering to official marking schemes released by the Examination Branch. The Head of School performs random cross-verifications and spot checks to maintain grading consistency, transparency, and fairness across all student evaluations.

61. (A) Kala Utsav / Cultural Competitions
Kala Utsav and associated state-level cultural competitions organized under DoE guidelines offer a structured platform for government school students to display talents in music, dance, theatre, and visual arts. These events encourage artistic expression, nurture creative skill development, and promote cultural heritage appreciation across participating institutions.

62. (A) Promoting environmental awareness, energy conservation, and student leadership
Youth and Eco Clubs formed in DoE schools aim to foster environmental stewardship, sustainable practices, energy conservation, and civic leadership among students. These clubs organize tree plantation drives, waste management campaigns, and conservation projects, actively engaging students in environmental protection initiatives and responsible community action throughout the academic year.

63. (A) I and II only
The Directorate of Education annually conducts structured zonal, district, and state-level sports competitions. Outstanding state winners earn selection to represent Delhi in the National School Games hosted by the School Games Federation of India. Sports funds provided to schools are strictly restricted to sports development and cannot be diverted for administrative expenses.

64. (A) Daily morning assembly sessions and scheduled PE periods
Physical education circulars issued by DoE prescribe regular physical activity for students through daily morning assembly sessions and scheduled physical education periods. Incorporating routine physical drills, exercises, and organized games fosters health awareness, physical fitness, discipline, and healthy living habits among students across all grade levels in state schools.

65. (B) Reading Campaign
The Reading Campaign launched under Directorate of Education circulars aims to enhance foundational reading fluency, vocabulary, and comprehension skills among school children. Through structured reading activities, library sessions, story-telling events, and book fairs, the initiative fosters early literacy habits and cultivates a lasting love for reading.

66. (C) Parental consent, HOS approval, and DDE prior permission
Before organizing educational tours, excursions, or outdoor recreational visits for students, school authorities must fulfill mandatory safety prerequisites. Circulars require securing written consent from parents, formal sanction from the Head of School, and prior administrative approval from the Deputy Director of Education to ensure student safety during travel.

67. (A) Both A and R are true and R is the correct explanation of A
DoE mandates the celebration of national events such as Independence Day, Republic Day, and Gandhi Jayanti across all schools. Participating in national celebrations instills constitutional values, democratic awareness, civic responsibility, and national pride among students, making co-curricular national observances an integral element of holistic education.

68. (C) Fostering scientific temper, innovation, and STEM projects among students
The annual State Science Exhibition organized by the Science and TV Branch of DoE provides a platform for students to demonstrate innovative models, scientific research, and technological applications. The event nurtures scientific temper, critical thinking, problem-solving abilities, and practical interest in science, technology, engineering, and mathematics.

69. (C) Mission Excellence / Sports Financial Assistance Scheme
Under the Mission Excellence and Sports Financial Assistance Scheme, the Government of NCT of Delhi provides specialized financial assistance and professional coaching support to talented student athletes. The initiative aims to nurture high-performing sports talent, enabling young athletes to compete successfully in national and international sports competitions.

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70. (D) Yes, encouraging student achievement through sanctioned co-curricular funds is permissible
Utilizing approved Student Welfare or Co-curricular funds to award cash prizes and certificates to students excelling in state-level competitions is fully permissible under departmental guidelines. Recognizing student accomplishments in public assemblies motivates peer participation, celebrates excellence, and fulfills the designated purpose of co-curricular student incentive funds.

71. (B) Strengthening foundational literacy and numeracy skills for Classes III to VIII
Mission Buniyaad was launched by the Delhi Government to address learning gaps and strengthen foundational literacy and numeracy among students in Classes III to VIII. The initiative focuses on ensuring that every child acquires essential reading, writing, and basic mathematical skills necessary for success in higher academic learning.

72. (A) Diagnostic tool categorizing children into baseline reading and basic math levels
Under Mission Buniyaad, a diagnostic baseline assessment tool is administered to evaluate each student's current reading ability and mathematical proficiency. Based on these assessment results, children are categorized into target learning groups, enabling teachers to deliver focused, level-appropriate pedagogical intervention tailored directly to individual student needs.

73. (A) I, II and III only
Mission Buniyaad structures daily instruction around student learning levels using specialized materials like Pragati workbooks. It aims to achieve basic reading fluency and foundational arithmetic competency across elementary grades. Mission Buniyaad performance is intended for skill remediation and does not contribute directly to senior secondary board examination totals.

74. (B) Offering targeted remedial FLN support to children lagging behind in basic skills
Summer camps organized under Mission Buniyaad during May and June provide intensive foundational literacy and numeracy support to students falling behind grade-level competencies. These camps utilize activity-based learning materials and interactive teaching methods to help children catch up effectively on basic reading, writing, and arithmetic skills.

75. (B) Chunauti Scheme / NIPUN Bharat
The Chunauti initiative and NIPUN Bharat framework function in synergy with Mission Buniyaad to track and improve foundational learning outcomes across schools managed by local bodies and DoE. Together, these programs establish systematic assessment mechanisms, teacher support systems, and learning benchmarks for primary and upper primary students.

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76. (C) Pratibha and Nishtha
Under the Chunauti academic reform initiative, students in secondary classes were grouped into Pratibha and Nishtha learning cohorts based on baseline academic evaluations. This strategic categorization enabled teachers to provide targeted remedial teaching to students needing foundational support while offering enriched learning opportunities to grade-competent students.

77. (D) Providing academic handholding and conducting peer-learning workshops for teachers
Mentor Teachers appointed under Delhi educational initiatives act as academic facilitators for classroom teachers. Their primary role involves visiting schools, observing classroom practices, offering constructive feedback, conducting peer-learning workshops, and providing continuous handholding support to effectively strengthen pedagogical techniques and improve student learning outcomes.

78. (A) End-line Assessment
At the conclusion of the Mission Buniyaad campaign period, an End-line Assessment is conducted across participating schools. This evaluation measures student progression in foundational literacy and numeracy skills, tracks overall learning gains achieved through academic interventions, and assesses the effectiveness of implemented teaching strategies across grades.

79. (B) Mobilizing parental awareness and supporting summer camps
School Management Committees play an important role in Mission Buniyaad by raising awareness among parents regarding foundational learning goals. SMC members mobilize student attendance, encourage active participation

in special summer camps, monitor classroom execution, and foster community involvement to support children's foundational literacy and numeracy development.

80. (C) Group students into targeted FLN activity sessions using Buniyaad materials
When baseline assessments reveal reading difficulties, departmental guidelines require the Head of School and teacher to organize targeted foundational literacy and numeracy activity sessions. Utilizing specialized Mission Buniyaad learning materials, teachers deliver focused remediation during designated periods to build basic reading skills without failing or penalizing students.

81. (A) Nursery to Class VIII
The Happiness Curriculum implemented across Delhi government schools is designed for children from Nursery to Class VIII. It aims to develop emotional literacy, mindfulness, social awareness, and critical thinking skills through daily structured periods, fostering overall mental well-being and positive personal growth from early childhood through upper primary grades.

82. (A) Both A and R are true and R is the correct explanation of A
Daily Happiness Curriculum sessions commence with short mindfulness exercises. Guided mindful awareness helps students calm their minds, heighten attentiveness, regulate emotions, and improve focus. This mental preparation creates a receptive mindset, enabling students to engage effectively in subsequent storytelling, reflective discussions, and academic activities throughout the day.

83. (B) Mindfulness, Storytelling, and Activity with reflection
A daily Happiness period is built upon three core components: mindfulness exercises, reflective storytelling, and activity-based discussions. Mindfulness settles student attention, while value-oriented stories and experiential activities invite deep self-reflection, helping students explore human values, emotional self-regulation, and harmonious interpersonal relationships within classroom settings.

84. (B) No, assessment is qualitative, based on teacher observation of behavior and self-expression
Evaluation in the Happiness Curriculum involves no formal written examinations, numerical marks, or pass-fail grades. Assessment is entirely qualitative, focusing on continuous teacher observation of student behavioral changes, emotional regulation, mindful participation, expression of empathy, and reflective communication during daily classroom interactions and activities.

85. (B) Instruct the teacher that Happiness periods are mandatory and cannot be substituted
Official DoE circulars mandate that scheduled Happiness periods must be conducted regularly and cannot be replaced by regular academic subject teaching. Upon noticing substitution, the Head of School must instruct the teacher to adhere strictly to the timetable, emphasizing that social-emotional learning requires dedicated daily instructional time.

86. (B) Co-existential Philosophy (Madhyasth Darshan) focusing on harmony in self and society
The Happiness Curriculum draws its core philosophical foundation from Co-existential Philosophy or Madhyasth Darshan. This framework emphasizes developing self-awareness, emotional balance, value-based living, and harmonious relationships within family, society, and nature, guiding students toward living meaningful, purposeful, and happy lives within modern communities.

87. (A) Happiness Utsav
Happiness Utsav is an annual state-wide event celebrated in Delhi government schools to mark the successful implementation of the Happiness Curriculum. During this festival, students, teachers, and parents gather to participate in mindfulness exercises, share personal reflective journeys, and showcase artistic expressions reflecting positive emotional growth.

88. (A) Capacity-building workshops organized by SCERT Delhi and orientation modules
SCERT Delhi conducts structured capacity-building workshops and prepares detailed orientation modules to train teachers for the Happiness Curriculum. These training sessions equip educators with practical techniques for guiding mindfulness, facilitating reflective

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complaints concerning corporal punishment, admission denials, safety violations, and RTE non-compliance in schools, issuing binding directions to protect the safety and rights of children effectively.

147. (A) Deputy Director of Education (District)
The Deputy Director of Education at the District level functions as the designated Grievance Redressal Officer for staff service grievances within that educational district. The District DDE examines administrative appeals, resolves pay and service book discrepancies, and ensures fair treatment of teaching and non-teaching personnel under service rules consistently.

148. (A) Name and contact details of PIO, FAA, and Grievance Officer must be displayed
Departmental directives mandate that every government school must prominently display information boards at the main entrance showing contact details of designated Public Information Officers, First Appellate Authorities, and Grievance Redressal Officers. Clear public display ensures transparency, facilitates public access, and assists citizens seeking information or filing grievances effectively.

149. (A) RTE Act, POCSO guidelines, and DoE circulars against corporal punishment
Receiving a complaint regarding corporal punishment requires the Head of School to initiate an immediate inquiry under the Right to Education Act, POCSO guidelines, and departmental circulars. Corporal punishment is strictly illegal, and Principals must ensure zero tolerance, investigate allegations promptly, and report findings to higher educational authorities immediately.

150. (A) Addressing internal service issues locally before escalation to higher authorities
Establishing a Staff Grievance Redressal Committee within a school provides an internal mechanism for resolving staff service issues, workload concerns, and interpersonal administrative grievances locally. Prompt local resolution prevents minor workplace disputes from escalating to higher offices, promotes a positive work environment, and maintains administrative efficiency within the institution.

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bank accounts under the direct oversight of the Head of School. Financial transactions, team allocations, and project expenditures are systematically documented, accounted for, and audited in accordance with departmental scheme guidelines and public financial regulations.

99. (A) Mindset Stories and Reflection
The Mindset Stories and Reflection component of the EMC handbook presents real-life narratives of accomplished individuals and entrepreneurs who overcame obstacles and failure. Analyzing these stories helps students understand resilience, perseverance, continuous learning from mistakes, and the critical role of a growth mindset in achieving long-term personal success.

100. (A) Approve the experiential market survey activity under proper teacher supervision and safety guidelines
Heads of Schools are instructed under EMC guidelines to encourage experiential learning activities like market research and community surveys. When students propose field activities, the Principal should grant permission, ensuring adequate teacher supervision, parental awareness, and safety protocols so students gain practical business insight safely in real-world environments.

101. (A) Nursery to Class XII
The Deshbhakti Curriculum launched by the Government of NCT of Delhi is implemented across all grade levels from Nursery to Class XII in government schools. It aims to instill deep-rooted patriotic values, civic responsibility, constitutional awareness, and love for the nation throughout a student's schooling journey from early childhood.

102. (A) Patriotism, Constitutional values, civic duty, and pride in country
The Deshbhakti Curriculum framework centers on developing patriotism, constitutional values, active civic duty, and national pride. It emphasizes that true patriotism extends beyond symbolic gestures to encompass respecting diversity, upholding democratic principles, protecting the environment, fulfilling civic duties, and contributing positively to society on a daily basis.

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103. (A) I, II and III only
Deshbhakti sessions begin with Deshbhakti Dhyan, followed by guided discussions on freedom fighters, constitutional values, and civic duties. Students maintain Deshbhakti Diaries to record personal reflections. The curriculum focuses on value internalisation and civic action rather than conducting traditional 100-mark written examinations with negative marking or memorization tests.

104. (B) Expressing patriotism through civic duty, cleanliness, and respecting laws
Everyday Deshbhakti highlights that patriotism is reflected in daily civic actions rather than periodic ceremonial events. It encourages students to practice patriotism through respecting public laws, maintaining cleanliness, conserving national resources, standing against injustice, helping fellow citizens, and performing daily social duties with high integrity and responsibility.

105. (A) To record personal reflections and responses to Deshbhakti session discussions
The Deshbhakti Diary serves as a personal reflection journal for students during Deshbhakti Curriculum sessions. Students use the diary to record thoughts, write reflections on classroom discussions, articulate commitments to civic actions, and track their personal development as responsible, conscious, and active citizens within their communities.

106. (B) No, it uses theme-based handbooks facilitating open discussions and stories
The Deshbhakti Curriculum shuns rigid historical textbooks dependent on memorizing dates and facts. Instead, instruction utilizes theme-based teacher handbooks designed to facilitate open classroom discussions, storytelling about inspirational figures, group reflections, and practical activities that connect national values with daily life in an engaging manner.

107. (C) Encouraging blind compliance without critical reflection
The Deshbhakti Curriculum aims to foster conscious citizenship, constitutional literacy, national pride, and social responsibility. Encouraging blind compliance without reflection contradicts the curriculum's core objective, which promotes active thinking, questioning injustice, respecting diverse perspectives, and

engaging thoughtfully with societal and national issues across all communities.

108. (A) Providing guidance on facilitating reflective classroom discussions and learning
Teacher handbooks developed by SCERT Delhi for the Deshbhakti Curriculum provide pedagogical guidance, activity frameworks, and discussion prompts. These materials assist educators in facilitating open, reflective classroom dialogues, helping students understand national history, constitutional values, and everyday civic responsibilities effectively without relying on rote memorization.

109. (A) By treating environmental protection as an expression of patriotic responsibility
The Deshbhakti Curriculum directly links patriotism with environmental conservation by framing natural resource protection, cleanliness, and ecological sustainability as core civic duties. Preserving public property, planting trees, and reducing pollution are presented as practical expressions of love and responsibility toward one's country and future generations of citizens.

110. (C) Deshbhakti Curriculum
Connecting everyday actions like following traffic rules, conserving water, and preventing bullying with patriotic duty aligns directly with the Deshbhakti Curriculum. The framework teaches that patriotism manifests in daily civic responsibility, respect for public order, ethical behavior, and caring for fellow citizens in school and community settings consistently.

111. (B) Standardized Inspection Proforma
Supervisory officers from the Directorate of Education utilize a Standardized Inspection Proforma during official monitoring visits to schools. This comprehensive tool enables systematic evaluation across multiple key domains, including academic delivery, teacher attendance, infrastructure conditions, financial record maintenance, mid-day meal quality, and safety compliance standards.

112. (A) Both A and R are true and R is the correct explanation of A
Section 19 of the Delhi School Education Act, 1973 mandates periodic administrative inspection of recognized schools by designated inspection officers. Regular inspections verify that educational institutions comply with prescribed academic standards, safety guidelines, qualified staff requirements, and transparent financial management rules across all recognized institutions.

113. (D) All of the above
During surprise monitoring visits, supervisory authorities conduct comprehensive evaluations covering all aspects of school functioning. Inspection domains include classroom teaching quality, student attendance, toilet cleanliness, drinking water availability, stock register maintenance, mid-day meal hygiene, and implementation of mandatory school safety protocols across the entire campus.

114. (B) 7 to 15 days as specified in notice
Following an official inspection, the Head of School is typically required to submit an Action Taken Report within seven to fifteen days, as stipulated in the inspection observation note. The ATR outlines corrective measures implemented to resolve identified administrative, infrastructural, or academic deficiencies promptly and satisfactorily.

115. (B) Initiate fire safety renewal, update cash book, and submit ATR to DDE
Upon receiving an inspection note listing administrative deficiencies, the Head of School must take immediate corrective action. The Principal should initiate NOC renewal with fire safety authorities, complete pending cash book entries, and submit a detailed Action Taken Report to the District DDE within the designated timeframe.

116. (B) Deputy Director of Education (District)
The Deputy Director of Education at the District level heads the District Level Monitoring Committee. This body oversees overall administrative functioning, tracks academic progress, monitors implementation of the Right to Education Act, and addresses operational bottlenecks across all government and recognized private schools within the district effectively.

117. (A) Digitally recording inspection findings and monitoring real-time ATR submissions
SAMARTH functions as an online school inspection module on the DoE portal designed to digitize the monitoring process. Inspection officers upload real-time inspection observations, while Heads of Schools submit Action Taken

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Reports online, enabling transparent tracking, data analytics, and institutional accountability across all educational districts in the state.

118. (A) Teacher diary, lesson plan execution, and student notebook corrections
The Academic Supervision component of a school inspection evaluates instructional quality and classroom practices. Inspecting officers examine teacher diaries, lesson plan preparation, pedagogical delivery, regular correction of student notebooks, assignment feedback, and academic support provided to students requiring learning remediation across all grade levels in the school.

119. (B) Director of Education
Under the Delhi School Education Rules of 1973, the Director of Education holds the statutory authority to issue formal show-cause notices to recognized private schools. If severe administrative, financial, or infrastructural irregularities are uncovered during inspections, the Director can initiate regulatory proceedings, including withdrawal of recognition from defaulting institutions.

120. (A) National Building Code and Supreme Court safety guidelines
Inspection guidelines issued by the Directorate mandate that school buildings, structural additions, laboratories, and outdoor facilities must comply strictly with the National Building Code and safety directions issued by the Supreme Court. Schools must hold valid structural stability and fire safety certificates to ensure student safety continuously on campus.

121. (A) Public Works Department (PWD)
The Public Works Department serves as the primary executing agency responsible for major civil and electrical engineering works in Delhi Government schools. PWD handles structural construction, classroom block additions, major building renovations, electrical infrastructure installation, and long-term facility maintenance under project allocations from the Directorate of Education continuously.

122. (B) School Maintenance Grant (SMG) / VKS Grant
Directorate financial guidelines allocate annual School Maintenance Grants and Vikas Samiti Grants directly to Heads of Schools. These decentralized funds empower Principals to execute routine minor repairs, maintain campus sanitation, repair furniture, service water purifiers, and address urgent infrastructural needs without seeking prior external approval for every expenditure.

123. (A) I and II only
School Management Committees assist in prioritizing campus maintenance utilizing scheme grants, while Estate Managers assist Principals in supervising daily cleanliness, security, and minor repairs. Heads of Schools possess administrative authority for minor works but do not hold power to construct new major building blocks without PWD technical approval and sanction.

124. (B) Supervising sanitation, physical infrastructure, and security staff
An Estate Manager deployed in a DoE school assists the Head of School by supervising physical infrastructure maintenance, daily campus sanitation, security guard deployments, and housekeeping operations. This administrative role relieves teaching staff from operational facility management, ensuring school premises remain clean, safe, and well-maintained for students continuously.

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125. (B) PWD Service Maintenance Portal
Heads of Schools log civil and electrical repair requisitions directly through the dedicated PWD Service Maintenance Portal. This digital system records maintenance complaints, assigns tickets to designated PWD engineers, tracks work status, and ensures timely resolution of structural, plumbing, and electrical issues in government school buildings across all districts.

126. (B) Periodically as per statutory requirements (Fire NOC valid for 3 years)
School safety circulars mandate periodic renewal of structural safety and fire safety clearances in accordance with statutory guidelines. Fire Safety Certificates must be renewed every three years following comprehensive inspections of fire prevention equipment, emergency exits, and safety protocols, guaranteeing that school facilities maintain active safety compliance at all times.

discussions around stories, observing student emotional development, and maintaining an encouraging classroom atmosphere continuously.

89. (B) Critical thinking, value clarification, and ethical application in real life
Reflection questions posed after stories in the Happiness Curriculum are designed to stimulate critical thinking, value clarification, and ethical reasoning. Rather than testing narrative memory, these open-ended prompts encourage students to connect story themes with personal experiences, analyze choices, and apply positive ethical values in daily life.

90. (A) Facilitating smooth implementation and supporting teachers in daily Happiness sessions
A designated Happiness Coordinator in a DoE school coordinates the day-to-day implementation of the Happiness Curriculum. The coordinator assists fellow teachers in organizing mindfulness activities, ensures distribution of teacher handbooks, organizes school-level events like Happiness Utsav, and monitors the regular conduct of scheduled happiness classes effectively.

91. (B) Class IX to Class XII
The Entrepreneurship Mindset Curriculum is designed for secondary and senior secondary students in Classes IX to XII across Delhi government schools. EMC aims to cultivate problem-solving abilities, creative thinking, risk-taking capacity, and business acumen, empowering young adults to develop an entrepreneurial perspective before completing school education.

92. (B) To develop critical thinking, risk-taking, problem-solving, and creativity in students
The primary goal of the Entrepreneurship Mindset Curriculum is to foster essential soft skills such as critical thinking, risk management, adaptability, and innovative problem-solving among students. EMC encourages learners to identify real-world challenges, design creative solutions, and approach future career opportunities with confidence, independence, and initiative.

93. (D) I, II and III
Under the Business Blasters initiative of EMC, seed money of two thousand rupees per student is granted to senior secondary students to develop entrepreneurial projects. Working in student teams, participants pitch innovative business ideas, develop prototypes, and experience real enterprise management through practical, non-refundable seed capital grants provided.

94. (A) Inviting active entrepreneurs to interact with students and share business journeys
Entrepreneur Interaction sessions in EMC involve inviting successful business founders and entrepreneurs to interact with students. These interactive forums allow guest speakers to share personal business journeys, operational challenges, and industry insights, inspiring students and offering practical perspectives on turning creative ideas into real-world commercial enterprises.

95. (B) No, it uses activity handbooks, reflection journals, and projects without written tests
EMC moves away from conventional textbook learning and formal written examinations. Instead, instruction relies on interactive teacher handbooks, experiential classroom activities, student reflection journals, and hands-on entrepreneurial projects. Progress is assessed through participation, continuous self-reflection, and project execution rather than standardized written testing.

96. (A) Business Blasters Expo / Summit
The Business Blasters Expo is a flagship summit organized by the Directorate of Education where top student business teams present innovative projects to entrepreneurs, investors, and business mentors. Successful teams pitch business plans, demonstrate prototypes, and secure seed investment or industry mentorship for future project expansion.

97. (A) Both A and R are true and R is the correct explanation of A
EMC aims to transform student mindsets from seeking jobs to creating opportunities. Nurturing an entrepreneurial mindset equips youth with innovative problem-solving abilities, self-reliance, and leadership skills necessary to start ventures, create employment, and contribute positively to national economic growth and broader social development across communities.

98. (A) Maintained through official bank transactions and audited under scheme guidelines
Business Blasters seed capital funds disbursed to students are managed through official school

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137. (A) Personnel Branch (E-II/E-III/E-IV) / Planning Branch
The annual post fixation and teacher rationalization exercise is coordinated by the Personnel Branches (E-II, E-III, E-IV) in coordination with the Planning Branch at Directorate Headquarters. These administrative branches analyze enrollment data, process cadre strength calculations, and generate rationalization deployment orders across state schools in an automated manner.

138. (B) No, deployment must follow sanctioned post, subject, and cadre norms
A Head of School cannot reassign a PGT to teach primary classes on a permanent basis without explicit approval from competent departmental authorities. Staff deployment must adhere strictly to sanctioned posts, subject requirements, and cadre recruitment rules to maintain cadre discipline and educational standards across levels within the school.

139. (B) Prohibited except for census, disaster relief, and election duties
Section 27 of the Right to Education Act 2009 strictly prohibits deploying school teachers for non-educational duties. The law specifies only three statutory exceptions where teacher deployment is legally permissible: decennial population census enumeration, disaster relief operations, and duties relating to elections to local bodies, state assemblies, and parliament.

140. (B) Declare one PGT surplus and redeploy through rationalization
When student enrollment shifts result in excess teaching staff in one school and shortages in another, the District DDE initiates post rationalization. One PGT position is declared surplus based on enrollment ratios and redeployed to the neighboring school requiring additional subject teaching support, balancing staff distribution efficiently across schools.

141. (A) PGMS / CPGRAMS Portal
The Government of NCT of Delhi utilizes the Public Grievance Monitoring System and CPGRAMS portal as official digital platforms for citizens and employees to lodge online grievances. Complaints regarding school administration, service matters, or educational services are routed through these centralized systems for tracked, time-bound resolution by designated departmental officers.

142. (A) Both A and R are true and R is the correct explanation of A
Maintaining a Parent Grievance Register and scheduling dedicated public meeting hours are mandatory requirements for Heads of Schools. Resolving complaints locally at the institutional level prevents minor disputes from escalating, promotes administrative transparency, builds trust between parents and school management, and ensures accountable governance across educational institutions.

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143. (B) Within 30 days
Public grievances received through the PGMS portal must generally be disposed of or provided with an appropriate interim response by the designated authority within thirty days. Time-bound redressal ensures administrative accountability, prevents undue delays, and maintains effective oversight over public service delivery in the education department across all districts.

144. (A) School Management Committee (SMC)
Constituted under the Right to Education Act, the School Management Committee provides a democratic forum for parents to express grievances, monitor school infrastructure, review mid-day meal implementation, and oversee student welfare activities. Comprising mostly parents, SMCs bridge communication between school administration, local communities, and educational authorities effectively.

145. (A) Examine claim, process bill through PAO, and upload redressal report
Upon receiving a PGMS grievance notice regarding pending pay fixation arrears, the Head of School must examine the employee's claim immediately. The Principal is required to process the necessary arrear bills through the Pay & Accounts Office and upload an official action-taken redressal report on the PGMS portal promptly.

146. (A) Delhi Commission for Protection of Child Rights
The Delhi Commission for Protection of Child Rights operates as an independent statutory authority in GNCTD entrusted with safeguarding child rights. DCPCR investigates

127. (A) Both A and R are true and R is the correct explanation of A
Providing functional, clean, and separate toilets for boys and girls with continuous running water is a mandatory infrastructure standard under the Right to Education Act and DoE guidelines. Ensuring proper sanitation facilities maintains hygiene, supports student health, reduces absenteeism, and fulfills essential child rights requirements in schools across all regions.

128. (B) Cordon off the area, vacate students, and issue an urgent requisition to PWD
If structural defects like concrete spalling or ceiling cracks emerge, the Head of School must prioritize student safety. The Principal must immediately cordon off the unsafe area, relocate affected classes, and submit an urgent repair requisition on the PWD portal for technical evaluation and structural rectification by qualified engineers.

129. (A) Ensuring safe, potable drinking water to prevent waterborne diseases
Installing Reverse Osmosis water purification plants and conducting periodic water testing in DoE schools ensure the provision of safe, clean, and potable drinking water. These measures prevent waterborne illnesses, safeguard student and staff health, and satisfy fundamental infrastructure and health standards prescribed by educational authorities across all state institutions.

130. (B) Cordon off the area, notify PWD Electrical Division, and log a portal issue
Discovering an exposed high-voltage electrical box poses an immediate hazard to student safety. The Head of School must isolate and cordon off the area immediately, restrict student access, log an urgent maintenance ticket on the PWD portal, and contact the PWD Electrical Division for prompt technical repair and safety sealing.

131. (B) Student-Teacher Ratio and period workload norms
Post sanctioning and teacher allocation in government schools under DoE rationalization rules are governed primarily by prescribed Pupil-Teacher Ratios and weekly subject workload norms. Staff requirements are calculated systematically based on actual student enrollment, section strength, and class periods required per subject across grade levels in each school.

132. (B) 30:1
Under the Right to Education Act of 2009, the statutory Pupil-Teacher Ratio norm for primary classes (Classes I to V) is established at 30:1. Maintaining a maximum ratio of thirty students per teacher ensures manageable class sizes, enabling personalized instructional attention and effective foundational learning in primary schools across all districts.

133. (A) I, II and IV only
Post fixation calculates required teaching positions in government schools based on student enrollment across subjects and media of instruction. Staff identified as surplus are redeployed to schools facing teacher shortages through systematic rationalization. Post fixation data and staff deployments are managed through the DoE MIS portal across all districts.

134. (B) Surplus Teacher
In DoE rationalization circulars, a teacher declared beyond the sanctioned staff strength of a school based on current student enrollment and workload norms is termed a Surplus Teacher. Such teachers are identified through post fixation and redeployed to schools experiencing staffing shortages in the same cadre and subject.

135. (B) 36 to 45 periods per week including preparation time
Workload guidelines issued by the Directorate of Education prescribe a mandatory weekly workload of 36 to 45 periods for teaching staff. This requirement encompasses active classroom teaching periods, remedial instruction, proxy substitution duties, examination evaluation, and designated lesson preparation time during official school hours across all teaching cadres.

136. (A) Teacher with longest continuous stay / junior-most as per policy
Under DoE teacher rationalization guidelines, identifying a surplus teacher within a subject cadre follows established seniority and tenure criteria. Generally, the teacher with the longest continuous stay in that school or the junior-most teacher as defined by current policy rules is declared surplus for redeployment to needy institutions.

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CHAPTER 20

Delhi Government School Admission Guidelines

1. Under the Directorate of Education (DoE), GNCTD guidelines, what is the official classification of students seeking direct admission into Delhi Government schools who are moving from private recognized or unrecognized schools?
(A) Non-Plan Admissions
(B) Plan Admissions
(C) Feeder Admissions
(D) Direct Lateral Entry Admissions

2. Under the Right to Education (RTE) Act, 2009 and DoE guidelines, what is the mandatory percentage of seats reserved for Economically Weaker Sections (EWS) and Disadvantaged Groups (DG) at the entry-level classes in private unaided recognized schools in Delhi?
(A) 15 percent
(B) 20 percent
(C) 25 percent
(D) 30 percent

3. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Head of School in a Delhi Government school has the discretionary authority to grant age relaxation up to 30 days in both upper and lower age limits for admission to entry-level classes.
Reason (R): The Directorate of Education issued specific guidelines allowing Heads of Schools flexibility to ensure age appropriateness and prevent denial of education to young children.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

4. What is the prescribed upper annual family income ceiling for a candidate to be eligible under the Economically Weaker Section (EWS) category for school admissions under the Directorate of Education, GNCTD?
(A) ₹50,000
(B) ₹1,00,000
(C) ₹2,50,000
(D) ₹8,00,000

5. A parent residing in Delhi approaches a Government Sarvodaya Vidyalaya in July seeking Class 6 admission for her child who has never attended a formal school earlier. As the Principal, what is the legally compliant decision under the RTE Act and DoE guidelines?
(A) Deny admission as the student lacks a School Leaving Certificate from a recognized primary school.
(B) Grant age-appropriate admission to Class 6 directly after conducting a special training assessment without refusing admission.
(C) Direct the parent to apply in the next academic session through the regular Non-Plan online portal.
(D) Require the candidate to pass a mandatory written entrance exam in English, Mathematics, and Hindi.

6. Which of the following authorities is designated to issue a valid Income Certificate for claiming EWS reservation in Delhi school admissions?
(A) Principal of the nearest Government School
(B) Gazetted Officer Class-I of Central Government
(C) Sub-Divisional Magistrate (SDM) / Revenue Officer of GNCTD
(D) Municipal Councilor of the respective ward

7. Consider the following statements regarding the 'Neighbourhood Criteria' defined by the Directorate of Education for admissions in Delhi Government schools:
I. Priority is given to children residing within a radius of 1 kilometer from the school.
II. If seats remain vacant, children residing within 1 to 3 kilometers are considered.

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III. OoSC cannot be admitted after 31st August under any circumstances.
IV. STC duration can range from 3 months up to 2 years depending on the child's needs.
Which of the statements given above are correct?
(A) I, II and IV only
(B) I and II only
(C) III and IV only
(D) I, II, III and IV

59. What is the frequency of computerized draws of lots conducted by DoE for EWS/DG entry-level seats in private schools in a normal academic session?
(A) Multiple draws conducted for remaining vacant seats
(B) Exactly one single computerized draw conducted with no waitlist provision
(C) Regular monthly computerized draws conducted continuously throughout the year
(D) Manual draw of lots conducted individually at respective school premises only

60. Under the Delhi School Education Rules 1973, Rule 135 deals with which aspect of school administration?
(A) Rules governing retirement age and pension benefits of teaching staff
(B) Regulation of tuition fee structures and development charges in private schools
(C) Student admission rules and register maintenance
(D) Mandating annual financial audits of school accounts by certified auditors

61. A student holding an EWS allotment letter issued by DoE arrives at a private recognized school for admission in KG class on the last date specified in the allotment order. The school refuses entry stating that office hours are over. What option does the parent have?
(A) Re-apply under the open general category during the subsequent academic year.
(B) File a formal criminal complaint against the concerned class teacher directly.
(C) Accept that the seat allotment automatically lapses without right of appeal.
(D) Lodge a complaint with District Nodal Officer/DDE or DoE grievance portal.

62. Which of the following registers is MANDATORY to be maintained by every Delhi Government school to record student admissions chronologically?
(A) Official School Fee and Daily Cash Register
(B) School Property and Equipment Stock Register
(C) Scholar's Admission and Withdrawal Register
(D) Office Contingency Expenditure Register

63. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): No child admitted to a school under the RTE Act shall be held back in any class or expelled from school till the completion of elementary education.
Reason (R): The RTE Act Section 16 mandates a strict zero-detention policy up to Class 8 to reduce dropouts (subject to state amendments for Class 5 and 8 re-examinations).
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

64. What is the maximum age limit for Class 6 admission in Delhi Government schools as on 31st March (before applying HoS relaxation)?
(A) 11 years but less than 12 years
(B) 10 years but less than 12 years
(C) 12 years but less than 13 years
(D) 13 years but less than 14 years

65. Which of the following is considered a valid document for proving Caste/Category status for DG category admission in Delhi?
(A) GNCTD Revenue Department SC/ST/OBC certificate of child/parent
(B) Official caste certificate issued by a registered local religious trust
(C) Self-attested informal caste status declaration submitted on plain paper
(D) Caste membership certificate issued directly by a private school principal

66. Under DoE admission guidelines, what is the maximum quota reserved under 'Management Quota' in private unaided recognized schools (excluding minority institutions)?
(A) Up to 20 percent of total seats
(B) Up to 25 percent of total seats
(C) Up to 30 percent of total seats
(D) Up to 50 percent of total seats

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II. For Class 1, a child must have completed 5 years but less than 6 years as on 31st March of the year.
III. DDE (Zone) has powers to grant age relaxation up to 6 months beyond the Head of School's relaxation limit.
IV. The age criteria apply uniformly to both government and private unaided recognized schools in GNCTD.

Which of the statements given above are correct?
(A) I and II only
(B) I, II and IV only
(C) III and IV only
(D) I, II, III and IV

17. In Delhi Government school admissions, what action should be taken if an applicant child does not possess a Birth Certificate issued by the Municipal Corporation?
(A) Accept a parent affidavit, declaration, or hospital register extract.
(B) Summary rejection of the application due to non-submission of proof.
(C) Refer the child to a civil surgeon for age determination testing.
(D) Defer the child's admission process to the next academic session.

18. A student who was studying in a recognized private school in Delhi seeks mid-session transfer to a Delhi Government school in Class 8 due to financial hardship. Which document is mandatory for finalizing this transfer admission?
(A) A character certificate issued by an elected Member of Parliament
(B) An income affidavit declaring annual family income below ₹1 lakh
(C) School Leaving Certificate (SLC) duly countersigned if applicable
(D) Certificate verifying extra-curricular achievements in sports

19. What is the statutory role of the 'District Level Monitoring Committee' constituted under the Directorate of Education for school admissions?
(A) To resolve grievances regarding EWS/DG admissions and RTE compliance
(B) To fix and regulate tuition fees charged by private unaided schools
(C) To conduct annual public academic examinations for Class 10 and 12
(D) To recruit and manage guest teachers in Delhi Government schools

20. Under the Delhi School Education Act and Rules (DSEA&R) 1973, which authority holds the ultimate power to regulate the admission process in recognized private schools?
(A) National Commission for Protection of Child Rights (NCPCR)
(B) Central Board of Secondary Education (CBSE)
(C) Mayor of the concerned Municipal Corporation
(D) Director of Education, GNCTD

21. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): An orphan child seeking admission under the Disadvantaged Group (DG) category is required to submit an income certificate of the legal guardian.
Reason (R): Orphan children are categorized under Disadvantaged Groups (DG) where admission eligibility is exempt from the statutory annual income limit.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

22. What is the prescribed maximum distance radius under the first priority slab for neighbourhood-based admissions in Delhi Government schools?
(A) 0 to 1 km
(B) 0 to 2 km
(C) 0 to 3 km
(D) 0 to 5 km

23. Which committee is set up at the school level in Delhi Government schools to supervise the computerized/manual draw of lots for general admissions when applicants exceed capacity?
(A) Parent Teacher Association Executive Board
(B) Academic Advisory Board
(C) Zonal Vigilance Committee
(D) School Management Committee (SMC)

24. Under the Freeship Category rules applicable to private schools built on land allotted by government land-owning agencies (like DDA), what percentage of total seats in senior classes must be reserved for EWS students?
(A) 10 percent
(B) 15 percent

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III. Children residing beyond 6 kilometers are completely barred from applying under any circumstances.

Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

8. In the context of entry-level admissions (Nursery / Pre-Primary), what is the age criterion for a child seeking admission to Nursery in Delhi as on 31st March of the academic year?
(A) Minimum 2 years and maximum 3 years
(B) Minimum 3 years and maximum less than 4 years
(C) Minimum 4 years and maximum less than 5 years
(D) Minimum 5 years and maximum less than 6 years

9. What is the designated web portal managed by the Directorate of Education, GNCTD for conducting online Non-Plan admissions for Delhi Government schools?
(A) www.delhischooladmission.gov.in
(B) www.edudel.nic.in
(C) www.doeadmissions.delhi.gov.in
(D) www.samagra.delhi.gov.in

10. Which mechanism is mandated by the Directorate of Education for selecting candidates when the number of applicants under the EWS/DG quota in private unaided recognized schools exceeds the available seats?
(A) Merit list based on previous class performance
(B) Centralized computerized draw of lots
(C) First-come, first-served registration order
(D) Direct interview and screening of parents

11. Which document is NOT recognized as a valid proof of residence for admission in Delhi Government schools?
(A) Employer-issued certificate of residence
(B) Valid Ration Card issued in the name of parents including the child
(C) Valid Passport of the child or either of the parent's names
(D) Registered Rent Agreement with Sub-Registrar or Lease Deed

12. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).

Assertion (A): Capitation fee or screening procedure for children or parents during school admissions is strictly prohibited under Section 13 of the RTE Act, 2009.

Reason (R): Imposing a capitation fee attracts a fine which may extend to ten times the capitation fee charged.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

13. Under DoE admission rules, what is meant by 'Plan Admissions'?
(A) Admissions managed directly through private donation and management schemes
(B) Mid-session transfer requests initiated by central government employees
(C) Lateral entry admissions into Class 11 based on competitive entrance tests
(D) Automatic admission of students transferring from feeder primary schools

14. Which category of children is included under the 'Disadvantaged Group' (DG) category for school admissions in Delhi, independent of parent income limits?
(A) Wards of single working mothers earning above ₹2 lakhs per annum
(B) Children of central government transferrable employees
(C) Children belonging to Scheduled Castes and Scheduled Tribes
(D) Children residing in rented accommodation for over five years

MCQGPT

15. What is the percentage of seats reserved for Children with Special Needs (CWSN) within the overall 25% EWS/DG quota in entry-level admissions in private recognized schools in Delhi?
(A) 3 percent
(B) 5 percent
(C) 10 percent
(D) 12.5 percent

16. Consider the following statements regarding the age criteria for entry-level classes in Delhi schools:

I. For Kindergarten (Pre-First), a child must have completed 4 years but less than 5 years as on 31st March of the year.

(D) 12 years

33. Identify the correct sequence of stages in the EWS/DG online admission process for private recognized schools in Delhi:
I. Centralized computerized draw of lots
II. Online registration by candidate on Edudel portal
III. Reporting of selected candidates to allotted school for document verification
IV. Issue of public notification and declaration of seats by DoE
Select the correct order from the options given below:
(A) IV → II → I → III
(B) II → IV → I → III
(C) IV → I → II → III
(D) II → I → IV → III

34. What is the main objective of maintaining a 'Waiting List' during the EWS/DG allotment process by DoE?
(A) To reserve unallocated quota seats for late fee-paying general applicants
(B) To automatically convert unallocated EWS seats into general category seats
(C) To fill vacancies from non-reporting, rejected, or withdrawn candidates
(D) To accommodate special discretionary requests from school management quota

35. Which of the following represents a correct pair of term and its definition under GNCTD school admission policy?
(A) Non-Plan Admission – Direct admission of students outside the DoE feeder pipeline
(B) Feeder School – A designated school that provides daily mid-day meals to nearby schools
(C) Freeship Category – Seats reserved exclusively for international foreign exchange students
(D) EWS Quota – Reservation designated exclusively for candidates belonging to Scheduled Tribes

36. Consider the following statements regarding the rules governing School Leaving Certificates (SLC) for admissions in Delhi:
I. SLC is required for admission to Class 2 and above from a recognized school.
II. For entry-level classes (Nursery, KG, Class 1), an official birth certificate is acceptable in lieu of an SLC.
III. Countersignature of Zone Education Officer on SLC is mandatory if the child moves from another state or non-DoE recognized body.
IV. Failure to produce SLC immediately leads to permanent rejection without any provision for provisional time.
Which of the statements given above are correct?
(A) I and II only
(B) I, II and III only
(C) III and IV only
(D) I, II, III and IV

37. As per DoE guidelines, what is the maximum permissible distance for neighbourhood admission preference under the second slab?
(A) 1 to 3 kilometers
(B) 3 to 5 kilometers
(C) 3 to 6 kilometers
(D) Above 6 kilometers

38. Under the provisions of the RTE Act, 2009, till which class is no child allowed to be subjected to any screening procedure or written test for admission?
(A) Class 5
(B) Class 8
(C) Class 10
(D) Class 12

39. An applicant child's family moved to Delhi from Bihar in May, and the parent approaches the Head of School for Class 7 Non-Plan admission in June. The child has no previous school documents or age proof. What step should the Principal take?
(A) Refuse admission due to inter-state migration and lack of transfer certificate.
(B) Direct the child to complete a private examination board certification process first.
(C) Grant admission only upon payment of an additional late registration processing fee.
(D) Obtain a parent self-declaration of age and admit the child in Class 7.

40. Which authority acts as the Appellate Body against the decisions of the District Grievance Redressal Committee regarding admission disputes in Delhi schools?
(A) Director of Education, GNCTD
(B) Regional Officer, CBSE
(C) Chief Minister of Delhi
(D) State Legal Services Authority

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41. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Unutilized EWS/DG quota seats in private unaided recognized schools cannot be automatically converted to general category seats without explicit prior approval from DoE.
Reason (R): EWS/DG reservation is a statutory mandate under the RTE Act 2009, and DoE conducts multiple computerized draws to ensure full filling of these seats.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

42. In Delhi Government schools, what is the primary role of the 'Cluster Resource Centre' (CRC) during the Non-Plan admission cycle?
(A) Conducting competitive zonal entrance examinations for academically gifted students
(B) Document verification and assisting non-tech-savvy parents with registration
(C) Collecting and auditing term tuition fees submitted by non-plan admission candidates
(D) Allocating private school financial vouchers to low-income residential families

43. Which of the following documents is acceptable as valid proof of birth date for school entry in Delhi?
(A) Hospital/Auxiliary Nurse and Midwife (ANM) register record
(B) Declaration of age by parent/guardian signed before the Head of School
(C) Municipal Birth Certificate
(D) All of the above

44. What is the maximum age limit for admission to Class 9 in Delhi Government schools as on 31st March of the admission year (subject to normal age relaxation rules)?
(A) 13 years but less than 15 years
(B) 14 years but less than 16 years
(C) 15 years but less than 17 years
(D) 16 years but less than 18 years

45. Consider the following statements regarding the management of waiting lists generated during DoE online admissions:
I. Waitlisted candidates are automatically considered if a seat becomes vacant during the session within the prescribed timeline.
II. The validity of the EWS/DG waitlist generally extends up to December 31st of the academic session concerned.
III. Waiting lists override neighbourhood criteria completely for future admission cycles.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

46. What is the prescribed quota percentage for CWSN (Children with Special Needs) in Delhi Government school admissions?
(A) 3 percent reservation across all categories
(B) 5 percent reservation across all categories
(C) 7.5 percent reservation across all categories
(D) 10 percent reservation across all categories

47. Under DoE circulars, if a student seeking Non-Plan admission resides in an area where no government school exists within a 3 km radius, which type of arrangement is facilitated?
(A) Mandatory residential boarding school placement funded by the state government
(B) Transport facility/allowance or placement in nearest government school
(C) Direct financial compensation transferred monthly to the candidate's family
(D) Complete exemption from mandatory formal primary education requirements

MCQGPT

48. Which of the following is an INCORRECT statement regarding the rules for Nursery admissions in private recognized schools in Delhi?
(A) Uploading school admission criteria and point-system breakdown on the DoE website.
(B) Restricting management quota seats to maximum 20 percent of total available seats.
(C) Conducting the draw of lots in a transparent manner with compulsory videography.
(D) Conducting oral parent interviews to judge educational background.

49. In the context of mid-session transfers between Delhi Government schools, which module in Edudel is used by the Principal?
(A) Online School Transfer Module
(B) Direct Registration Portal
(C) Examination Data Management System
(D) Public Grievance Monitoring System

50. A private school in Delhi refuses to admit an EWS child allotted to it by the DoE through the computerized draw, claiming that the child's residence is 7 km away from the school. Is the school's action justified?
(A) Yes, because the RTE Act strictly restricts all school admissions to within 1 km distance.
(B) Yes, because private schools retain absolute legal rights to enforce 3 km distance limits.
(C) No, the school is bound to admit candidates allotted by DoE draw.
(D) Yes, provided the school management immediately refunds the paid application processing fee.

51. What is the purpose of 'Feeder School Mapping' in the Delhi educational administration system?
(A) Linking primary schools with designated secondary schools for student transition
(B) Mapping local food catering units responsible for the PM POSHAN mid-day meal scheme
(C) Assigning private recognized schools to dedicated government monitoring inspection teams
(D) Allocating official transportation bus routes for rural Delhi government school students

52. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A child admitted under Section 12(1)(c) of the RTE Act is entitled to receive free textbooks, writing materials, and uniforms from the school.
Reason (R): The mandate of 'free and compulsory education' under RTE Act covers not only tuition fees but all essential educational learning materials required to complete elementary education.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

53. Which of the following categories is granted exemption from producing an Income Certificate for EWS/DG admission in Delhi?
(A) Applicants claiming general EWS status
(B) Applicants under SC/ST category claiming DG status
(C) Applicants claiming low-income general category status
(D) Non-residents of Delhi

54. What is the lower age limit for admission to Class 1 as on 31st March of the academic year in Delhi schools as per current age alignment policies?
(A) 4 years
(B) 5 years
(C) 6 years
(D) 7 years

55. What is the minimum validity period required for a residential Rent Agreement to be accepted as residence proof for Delhi school admissions?
(A) Unregistered agreement valid for at least 1 month duration
(B) Registered agreement with minimum remaining validity of 3 months
(C) Registered agreement with minimum remaining validity of 6 months
(D) Registered agreement valid on application submission date

56. Which of the following is NOT a permissible criterion for point-allocation in private school general category Nursery admissions in Delhi?
(A) Parent educational qualification or profession
(B) Residential distance or neighbourhood location
(C) Real sibling currently studying in the same school
(D) Candidate belonging to single girl child category

57. Under DoE circulars, who chairs the Zonal Admission Committee responsible for verifying non-plan admission allocations?
(A) Local elected Member of Legislative Assembly (MLA) of the concerned area
(B) Principal of nodal Sarvodaya Vidyalaya or Zonal DDE
(C) Director of Higher Education Department, Government of NCT of Delhi
(D) Regional Director representing Central Board of Secondary Education

58. Consider the following statements regarding the admission of Out-of-School Children (OoSC) in Delhi Government schools:
I. OoSC are admitted in age-appropriate classes.
II. Special Training Centres (STC) are run within schools to bridge learning gaps for admitted OoSC.

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75. Which of the following correctly pairs the admission category with its specific entitlement under DoE guidelines?
(A) CWSN Category – 3 percent reservation with relaxed age norms
(B) EWS Category – Complete exemption from mandatory submission of local residence proof
(C) Plan Admissions – Direct entry process for students migrating from unrecognized private schools
(D) Non-Plan Admissions – Automatic feeder school transitions across elementary grade levels

76. What is the deadline specified under RTE Act guidelines by which no child seeking elementary education can be denied admission, even if applying late in the academic session?
(A) Strictly until 31st July of the concerned academic year
(B) Strictly until 31st August of the concerned academic year
(C) Admission cannot be denied at any time during the session
(D) Strictly until 30th November of the concerned academic year

77. Which document serves as valid proof of identity for the candidate child during online Non-Plan registration in Delhi Government schools?
(A) Valid official Driving License issued in the child's name
(B) Permanent Account Number (PAN) Card issued to the child
(C) Electoral Photo Voter ID Card registered in the child's name
(D) Aadhaar Card, enrolment slip, or Birth Certificate

78. What is the role of 'Nodal Officers' appointed at the Zonal level by the Directorate of Education regarding school admissions?
(A) Conducting comprehensive annual financial audits across all government schools
(B) Printing and securely distributing question papers for zonal term-end exams
(C) Assisting parents with grievance redressal, verification, and EWS/DG admissions
(D) Arranging daily transportation facilities exclusively for private school teachers

79. Consider the following statements regarding Class 11 admissions in Delhi Government schools:
I. Admissions are granted based on stream-wise cut-off criteria published by DoE after Class 10 results.
II. Students from Delhi Government feeder schools get priority under Plan admission.
III. Students from private recognized schools can apply under Non-Plan registration subject to seat availability and meeting cut-offs.
IV. Relaxation in marks for stream allotment is available to SC/ST/CWSN candidates as per DoE rules.
Which of the statements given above are correct?
(A) I and II only
(B) I, II and IV only
(C) III and IV only
(D) I, II, III and IV

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80. Under the Delhi School Education Rules 1973, what is the maximum number of days allowed to a parent to pay fees without late fine in private recognized schools?
(A) Up to the 10th of every month
(B) Up to the 15th of every month
(C) Up to the 30th of every month
(D) Up to the last working day of the term

81. Which of the following is an INCORRECT practice during the draw of lots for entry-level admissions in private schools in Delhi?
(A) Conducting the draw behind closed doors without video recording or parent presence
(B) Informing parents in advance about the date, time, and venue of the draw
(C) Inviting parent representatives to witness the draw
(D) Displaying the list of selected and waitlisted candidates on the school notice board and website

82. What is the maximum age limit for admission to Class 8 in Delhi Government schools as on 31st March (without HoS age relaxation)?
(A) 12 years but less than 14 years
(B) 13 years but less than 15 years
(C) 14 years but less than 16 years
(D) 15 years but less than 17 years

83. A parent applies for EWS admission for her child in Class 1 under the computerized draw. The child is allotted School 'A'. However, upon visiting School 'A', the management demands ₹5,000 as 'Development Charges' and ₹2,000 for books. Is this demand legal?
(A) No, EWS children are entitled to free

67. Consider the following statements regarding mid-session Non-Plan admissions in Delhi Government schools:
I. Admissions are open throughout the year for Out-of-School Children and RTE-covered elementary classes.
II. For Classes 9 and 11, mid-session direct admissions require approval from the concerned Deputy Director of Education (DDE Zone/District).
III. Mid-session admission in Class 10 and Class 12 can be done directly by the Head of School without CBSE or DoE approval.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

68. Which statutory authority monitors the overall implementation of the RTE Act rights in Delhi schools?
(A) Delhi High Court Legal Services Executive Committee
(B) Central Advisory Board of Education Monitoring Body
(C) Union Public Service Commission Grievance Division
(D) Delhi Commission for Protection of Child Rights

69. For an applicant under the EWS category, what is the required validity period of the Income Certificate issued by the competent revenue authority at the time of application submission?
(A) Must be freshly issued within the last 7 calendar days
(B) Valid on submission date per state revenue guidelines
(C) Must remain continuously valid for a minimum period of 5 years
(D) Income certificates carry permanent validity once officially issued

70. What is the prescribed maximum distance for the third neighbourhood slab in DoE school admissions?
(A) 3 to 6 kilometers
(B) 1 to 3 kilometers
(C) 5 to 10 kilometers
(D) Beyond 10 kilometers

71. In Delhi Government Sarvodaya Vidyalayas, entry-level Nursery/KG/Class 1 admissions are classified as:
(A) Discretionary Management Quota Paid Admissions
(B) Open Market Unregulated Direct Paid Admissions
(C) Exclusive Staff Quota Reserved School Admissions
(D) Non-Plan Admissions managed under DoE Guidelines

72. A child residing in Delhi applies under EWS category for Class 1 admission. The parent produces an Income Certificate issued by the State Government of Uttar Pradesh showing an annual income of ₹60,000. Is this certificate valid for EWS admission in Delhi schools?
(A) No, EWS income certificates must be issued by GNCTD revenue authorities.
(B) Yes, because the annual income certified is strictly below ₹1 lakh per annum.
(C) Yes, provided the certificate is duly attested by a Gazetted Officer in Delhi.
(D) Yes, provided the parent submits a signed formal indemnity bond at registration.

73. What action is mandated under Section 13(2) of the RTE Act if a school subjects a child to a screening procedure during admission?
(A) Immediate and complete rejection of official school recognition status
(B) Fine extending up to ₹25,000 for first contravention
(C) Mandatory criminal imprisonment of the principal for up to 6 months
(D) Immediate administrative transfer of all school management committee staff

74. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A Head of School cannot refuse admission to a child for lack of age proof during the middle of the academic session.
Reason (R): Under RTE rules, if birth certificate is unavailable, an affidavit by parent/guardian certifying the child's age is legally acceptable.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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(C) 20 percent
(D) 25 percent

25. Consider the following statements regarding the online portal registration for Non-Plan admissions in Delhi Government schools:
I. Registration is conducted in multiple cycles (e.g., Cycle I, Cycle II, Cycle III) during an academic year.
II. Applicants must upload a valid residential proof during online registration.
III. Non-Plan online registration guarantees admission in the specific school chosen as first preference, regardless of seat availability.
Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I only

26. Which of the following conditions is mandatory for claiming admission under the Sibling Quota in private recognized schools in Delhi?
(A) The sibling has already passed out from the school as an alumnus.
(B) The sibling is currently studying in the same school.
(C) The sibling is a real brother or sister studying in any government school.
(D) The sibling quota is restricted exclusively to applicants who are twins.

27. What is the standard duration allowed to a provisionally admitted student to produce missing supporting documents (such as caste or income certificates) in a Delhi Government school?
(A) 7 days
(B) 15 days
(C) 30 days
(D) 90 days

28. A candidate applying for Class 9 Non-Plan admission in a Delhi Government school presents a report card from an unrecognized private school. How should the Principal handle this request?
(A) Grant direct admission to Class 9 based solely on the submitted report card.
(B) Refuse admission since unrecognized school mark sheets are invalid for Class 9.
(C) Conduct an admission/placement test to assess competency for Class 9.
(D) Direct the candidate for immediate admission to Class 6 level classes.

29. Which category is specifically included under the DG category for admission purposes as per DoE circulars?
(A) Children of defense personnel currently serving in active service duties
(B) Children of permanent employees working in Delhi State Government departments
(C) Single male child applicants belonging to general economic background
(D) Transgender children and HIV-affected/ infected children

30. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A school cannot reject an admission application under the EWS category solely on the ground of minor clerical spelling discrepancies between the birth certificate and Aadhaar card.
Reason (R): DoE guidelines mandate provisional admission with a time window given to parents to rectify minor clerical errors in supporting documents.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

31. Under the RTE Act Section 12(1)(c), how are private unaided schools reimbursed by the Directorate of Education for educating EWS students?
(A) Total actual tuition fee charged by the private school from general category students
(B) Per-child state expenditure or actual fee charged, whichever is less
(C) Fixed lump sum amount per child per year regardless of actual state expenditure incurred
(D) Reimbursement restricted exclusively to expenses incurred on uniforms and textbooks

32. What is the minimum age requirement for direct admission to Class 6 in Delhi Government schools as on 31st March of the academic session?
(A) 9 years
(B) 10 years
(C) 11 years

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education including books and uniforms.
(B) Yes, because annual development charges are mandatory for all enrolled students.
(C) Yes, provided the school management issues an official receipt for the payment.
(D) Yes, provided the fee structure is approved by the School Management Committee.

84. Which of the following portals is used for grievance submission regarding EWS/DG admissions in Delhi?
(A) Central Board of Secondary Education Online Grievance Portal
(B) Delhi Police Public Grievance and Complaints Portal
(C) Municipal Corporation Property Tax Redressal Portal
(D) DoE Grievance Redressal Portal, CPGRAMS, or DCPCR helpline

85. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Children belonging to the transgender community are categorized under the Disadvantaged Group (DG) for school admissions in Delhi.
Reason (R): The Delhi Government issued notifications aligning admission policies with social inclusion mandates to protect vulnerable gender identities.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

86. What is the distance criterion for the fourth priority slab in neighbourhood-based admissions under DoE guidelines?
(A) Beyond 6 kilometers
(B) Beyond 3 kilometers
(C) Beyond 10 kilometers
(D) Beyond 1 kilometer

87. Under DoE circulars, who is the competent authority to grant relaxation in upper/lower age limits beyond 30 days up to 1 year for school admission in Delhi Government schools?
(A) Designated Head of School (HoS) of the concerned government institution
(B) Director of Education Department, Government of NCT of Delhi
(C) Education Minister of the Government of NCT of Delhi
(D) Deputy Director of Education (DDE) of the Zone/District

88. Which of the following statements is CORRECT regarding 'Plan Admissions' in Class 6 in Delhi Government schools?
(A) MCD/DoE primary pass-outs are automatically mapped to feeder secondary schools.
(B) All applicants must successfully clear a mandatory online competitive entrance test.
(C) Admission seat allocation is determined purely through an unannounced lucky draw.
(D) Parents are required to pay a mandatory non-refundable seat allotment processing fee.

89. Consider the following statements regarding the provisions for CWSN admissions in Delhi:
I. 3% seats are reserved in entry-level classes in private recognized schools for CWSN candidates under DG category.
II. Upper age relaxation of up to 2 years is permissible for CWSN candidates as per guidelines.
III. Schools can deny admission to a CWSN child if they lack special educators or infrastructure.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

90. Which of the following documents is acceptable as valid proof of income for EWS category admission in Delhi?
(A) Informal salary slip issued by a private unorganized shop owner
(B) GNCTD BPL/AAY Ration Card
(C) Unverified self-undertaking on plain paper without official seal
(D) Bank account passbook statement lacking official SDM endorsement

91. What is the lower age limit for admission to Kindergarten (Pre-Primary) in Delhi schools as on 31st March?
(A) 3 years
(B) 4 years
(C) 5 years
(D) 6 years

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period
(C) Submission of criteria is not mandated by education laws
(D) Before the notified DoE annual schedule deadline

149. In Delhi Government schools, what is the official policy regarding charging application/prospectus fees for Non-Plan admission forms?
(A) Provided completely free of cost
(B) Fixed processing fee of ₹500 per form
(C) Fixed processing fee of ₹1,000 per form
(D) Document printing fee of ₹100 per page

150. What is the main objective of the Directorate of Education, GNCTD admission guidelines?
(A) To maximize tuition fee collections and development revenues for private educational trusts.
(B) To restrict school education exclusively to permanent state residents holding 20 years domicile.
(C) To ensure universal access, equity, and inclusion per RTE Act and DSEA&R 1973.
(D) To systematically reduce overall student enrollment numbers in government institutions.

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100. What is the maximum age limit for Nursery (Pre-School) admission in Delhi as on 31st March (excluding HoS age relaxation)?
(A) Less than 4 years
(B) Less than 5 years
(C) Less than 6 years
(D) Less than 3 years

101. Which of the following reflects the correct hierarchy of distance priority slabs used in Delhi Government school neighborhood admission policy?
(A) 0-1 km → 1-3 km → 3-6 km → Beyond 6 km
(B) 0-2 km → 2-4 km → 4-6 km → Beyond 6 km
(C) 0-3 km → 3-5 km → 5-8 km → Beyond 8 km
(D) 0-1.5 km → 1.5-3 km → 3-5 km → Beyond 5 km

102. Consider the following statements regarding the Delhi School Education Rules (DSER) 1973 regarding student admissions:
I. Rule 135 requires every recognized school to maintain an Admission Register.
II. Rule 138 specifies that no student shall be admitted to a recognized school without a School Leaving Certificate from the last school attended (except entry class).
III. Rule 137 outlines the form and details required in the application for admission.
IV. The rules forbid schools from collecting any registration fee under any circumstances.
Which of the statements given above are correct?
(A) I, II and III only
(B) I and II only
(C) III and IV only
(D) I, II, III and IV

103. Under the RTE Act 2009, Section 15 states that a child shall be admitted in a school at the commencement of the academic year or:
(A) Strictly within 10 days of session commencement only
(B) Only before the first quarterly exam
(C) Only if seats are declared vacant by the Governor
(D) Within such extended period as may be prescribed

104. Which authority in GNCTD issues the Caste Certificate for SC/ST/OBC applicants seeking DG quota admission in Delhi schools?
(A) GNCTD Revenue Department (SDM/ Tehsildar)
(B) Office of the Delhi Police Commissioner
(C) Directorate of Social Welfare Department
(D) Principal of a local Government College

105. A parent approaches a Delhi Government school in August seeking Class 3 admission for his child under Non-Plan admissions. The Head of School rejects the application stating that the Non-Plan online registration window closed in June. Is the Head of School's decision valid under the RTE Act?
(A) Yes, because official online admission registration deadlines are absolute and binding.
(B) No, elementary education applicants cannot be denied admission for missing deadlines.
(C) Yes, provided the rejection decision is formally approved by School Management Committee.
(D) Yes, because direct mid-session admissions are completely prohibited under school rules.

106. What is the mandatory minimum percentage of attendance required for a student in Delhi Government schools to be eligible to appear in annual examinations, subject to relaxation rules?
(A) 60 percent
(B) 75 percent
(C) 80 percent
(D) 90 percent

107. Under the EWS/DG admission scheme in Delhi, what happens if a selected applicant provides a false or forged income/caste certificate?
(A) Immediate admission cancellation and initiation of legal penal action.
(B) The student is involuntarily transferred to a designated private school.
(C) A nominal fine of ₹500 is imposed, and the admission is regularized.
(D) The fraudulent certificate is automatically renewed by school authorities.

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108. In Delhi, which type of schools are completely EXEMPT from the mandatory 25% EWS/DG quota under Section 12(1)(c) of the RTE Act as per constitutional provisions?
(A) Government Aided Recognized Schools
(B) Unaided Non-Minority Private Schools
(C) Unaided Minority Institutions
(D) Kendriya Vidyalayas and Navodaya Schools

109. What is the upper age limit for Class 1 admission in Delhi schools as on 31st March (before applying HoS relaxation)?

staff children
(D) Mandatory 30 percent reserved staff quota across all private schools

129. Under DoE rules, what action must a Head of School take if an applicant for Non-Plan admission produces an Aadhaar card showing a residential address outside Delhi?
(A) Require local Delhi residence proof or declaration as per DoE guidelines.
(B) Permanently ban the candidate from applying to government schools in future.
(C) Issue an immediate formal arrest warrant against the parents for fraud.
(D) Admit the candidate directly under the reserved international student quota.

130. What is the validity of a computerized draw result for EWS/DG admissions issued by DoE?
(A) Valid for the specific academic session concerned
(B) Valid continuously for a total duration of 5 years
(C) Valid indefinitely across all subsequent class levels
(D) Valid strictly for 10 days from the date of publication

131. Which of the following is TRUE regarding 'Plan Admissions' transition from MCD primary schools to DoE schools?
(A) Automated online transfer requiring no fresh test
(B) Mandatory personal interview of students before the Principal
(C) Compulsory payment of an admission processing fee of ₹1,000
(D) Direct assignment to schools located more than 15 km away

132. What is the primary objective of publishing admission schedules and criteria on the DoE public portal (www.edudel.nic.in)?
(A) Promoting commercial advertisements and sponsorships for private tutorial hubs
(B) Collecting local municipal business taxes from private educational coaching centers
(C) Facilitating international foreign exchange student programs across state schools
(D) Ensuring transparency, predictability, and preventing arbitrary school practices

133. Under the RTE Act 2009, 'Elementary Education' covers education from:
(A) Class 1 to Class 8
(B) Nursery to Class 5
(C) Class 6 to Class 10
(D) Class 9 to Class 12

134. Which section of the RTE Act 2009 mandates that no child shall be denied admission if seeking entry in elementary education?
(A) Section 15
(B) Section 5
(C) Section 21
(D) Section 30

135. What is the role of the Nodal Sarvodaya Vidyalaya during the Non-Plan admission process in a zone?
(A) Conducting board examinations for non-aided private secondary schools
(B) Printing and distributing primary textbooks for all district schools
(C) Managing and maintaining district sports grounds and athletics facilities
(D) Document verification and facilitation hub for non-plan applicants

136. Under DoE guidelines, what is the age limit for Nursery admission for Children with Special Needs (CWSN)?
(A) 3 to 5 years with CWSN age relaxation norms
(B) Exactly 2 years mandatory minimum age limit
(C) Minimum 7 years required without relaxation
(D) No minimum age limit required under any norms

137. Which document is required from a student seeking transfer from one Delhi Government school to another Delhi Government school mid-session?
(A) Official permission decree letter issued by the High Court
(B) Edudel online transfer order and School Leaving Certificate
(C) Income tax certificate certified by a Chartered Accountant
(D) Registered property ownership deed of the family's new house

138. Under the DSEA&R 1973, who is responsible for maintaining the student attendance and scholar register in a government school?
(A) School Management Committee Chairman exclusively

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(C) Fair and transparent random selection when applicants exceed available seats
(D) Reservation of seats exclusively for relatives of school management committee members

119. Which of the following statements is TRUE regarding the admission of HIV-affected/infected children in Delhi schools?
(A) They require special prior permission from the Ministry of Health before applying.
(B) They can only be legally admitted in specifically segregated special educational schools.
(C) They are completely exempt from attending regular compulsory classroom activities.
(D) They are covered under DG category and protected against discrimination.

120. Under DoE admission circulars, what is the upper age limit for Class 7 admission in Delhi Government schools as on 31st March (normal limit)?
(A) 11 years but less than 13 years
(B) 12 years but less than 14 years
(C) 13 years but less than 15 years
(D) 14 years but less than 16 years

121. What is the minimum age required for Nursery admission in Delhi as on 31st March of the year in which admission is sought?
(A) 3 years
(B) 2.5 years
(C) 4 years
(D) 5 years

122. Under DoE circulars, if an EWS applicant child is selected in a private school located in the 3 to 6 km slab, is the school required to grant admission?
(A) No, the school can reject candidates residing beyond 3 km distance.
(B) Yes, if allotted via DoE computerized draw.
(C) Only if the parent agrees to pay double tuition fees to the school.
(D) Only if explicitly approved by the local Municipal Councillor in writing.

123. What is the role of 'School Management Committees' (SMCs) in Delhi Government schools during the admission process?
(A) Monitoring admission transparency and assisting in enrollment and verification
(B) Directly recruiting and appointing permanent teaching staff for the school
(C) Setting and evaluating annual final examination question papers for all school grades
(D) Auditing and approving the total annual state education budget allocation

124. Which authority handles appeals regarding cancellation of EWS admission due to document discrepancies in Delhi private schools?
(A) Central Board of Secondary Education Examination Cell
(B) National Testing Agency Public Grievance Redressal Division
(C) District Grievance Redressal Committee / DDE (District)
(D) Office of the Municipal Commissioner of the concerned district

125. Under the RTE Act 2009, no child admitted to an elementary school can be subjected to:
(A) Regular continuous educational evaluation
(B) Free textbook and learning material distribution
(C) Daily mid-day meal consumption programs
(D) Physical punishment or harassment

126. What is the age requirement for admission to Class 10 in Delhi Government schools as on 31st March (normal limit)?
(A) Minimum 14 years
(B) Minimum 12 years
(C) Minimum 10 years
(D) Minimum 16 years

127. Which of the following is considered a valid proof of identity for parents during school admission in Delhi?
(A) Student Identity Card issued to a family friend
(B) Aadhaar, Voter ID, Passport, or Driving License
(C) Business visiting card of a local commercial shop
(D) Membership card issued by a private recreational club

MCQGPT

128. What is the maximum percentage of seats that can be reserved for 'Staff Quota' in private recognized schools in Delhi (if opted by the school)?
(A) Up to 5 percent of total seats
(B) Up to 25 percent of total seats allocated to staff children
(C) Up to 50 percent of total seats allocated to

executing online Non-Plan admissions is www.edudel.nic.in. The portal serves as a centralized digital platform where parents register, submit necessary applicant details, track application statuses, and access seat allotment results across various zones throughout the admission cycle.

10. (B) Centralized computerized draw of lots
When applicant numbers exceed the designated seat capacity under the Economically Weaker Section and Disadvantaged Group categories in private unaided recognized schools, the Directorate of Education conducts a centralized computerized draw of lots. This mechanism eliminates subjectivity, ensures equal opportunity, prevents administrative bias, and maintains total transparency in candidate selection.

11. (A) Employer-issued certificate of residence
Valid residence proof for Delhi Government school admissions requires statutory government-issued documents, such as ration cards, passports, voter identity cards, utility bills, or registered lease deeds. Certificates issued by private or non-governmental employers lack statutory verification authority under Directorate of Education guidelines and are therefore not accepted as standalone proof of local residence.

12. (A) Both A and R are true and R is the correct explanation of A
Section 13 of the Right to Education Act 2009 strictly prohibits schools from collecting capitation fees or subjecting children and parents to screening procedures during admission. Charging a capitation fee attracts severe penal consequences under the law, including monetary fines extending up to ten times the amount of the capitation fee charged by the school.

13. (D) Automatic admission of students transferring from feeder primary schools
Plan Admissions refer to the structured administrative mechanism facilitating the automatic transfer and admission of students completing primary education from designated feeder schools, such as Municipal Corporation or Delhi Government primary schools, into secondary government schools. This process ensures seamless educational continuity for elementary students without requiring separate non-plan online registration procedures.

14. (C) Children belonging to Scheduled Castes and Scheduled Tribes
Under the Disadvantaged Group classification for school admissions in Delhi, children belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes (Non-Creamy Layer), transgender individuals, and HIV-affected children are included regardless of family income limits. Exemption from income ceilings guarantees structural inclusion and affirmative support for socially marginalized communities across educational institutions.

15. (A) 3 percent
Within the mandated twenty-five percent statutory reservation allocated for Economically Weaker Sections and Disadvantaged Groups in private recognized schools, a specific sub-quota of three percent is reserved exclusively for Children with Special Needs. This provision enforces disability rights legislation, encouraging accessible infrastructure, inclusive classroom learning, and specialized pedagogical support for disabled children.

16. (B) I, II and IV only
Age criteria for entry-level classes apply uniformly across government and private recognized schools in Delhi. Kindergarten requires completed four years but less than five, while Class 1 requires completed five years but less than six as of March 31st. Deputy Directors of Education hold discretionary relaxation authority up to thirty days, not six months.

17. (A) Accept a parent affidavit, declaration, or hospital register extract.
Under Section 14 of the Right to Education Act, no child can be denied school admission due to the absence of a municipal birth certificate. Directorate of Education guidelines permit alternative age proofs, including hospital or midwife records, an extract of the Anganwadi register, or a signed written declaration by parents.

18. (C) School Leaving Certificate (SLC) duly countersigned if applicable
When a student transfers mid-session from a recognized private school to a Delhi Government school in Class 8, submitting a valid School Leaving Certificate is mandatory. The certificate verifies the student's prior academic record and class eligibility, ensuring administrative

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(B) Head of School and designated Class Teachers
(C) Local Police Station In-charge of the area
(D) Central Board Regional Officer of the zone

139. What is the status of 'Donations' or 'Building Funds' demanded by schools during the admission process in Delhi?
(A) Illegal and strictly prohibited under RTE Act and DSEA&R 1973
(B) Fully legal provided it is approved by the parent-teacher association
(C) Mandatory administrative requirement for all enrolled non-plan students
(D) Permissible provided payment is made directly in cash without receipt

140. Which category of schools in Delhi conducts admissions based on the 'Plan Admission' system?
(A) Private Standalone International Unaided Schools
(B) Foreign Embassy and International Diplomatic Schools
(C) Delhi Government, Government Aided, and MCD Schools
(D) Private Unrecognized Coaching and Training Institutes

141. Under DoE guidelines, what is the rule regarding admission of twin children under the computerized draw of lots in private schools?
(A) Twins are strictly barred from applying together under computerized draw procedures.
(B) Both twins must pay double non-refundable tuition fees regardless of draw selection.
(C) The second non-selected twin must be mandatorily admitted to a government school.
(D) If one twin is selected, the second is allocated a seat under twin-linking rules.

142. What is the age limit relaxation permissible by Head of School for Class 6 admission in Delhi Government schools?
(A) Up to 30 days in age limit
(B) Up to 6 months maximum relaxation
(C) Up to 2 years maximum relaxation
(D) No age limit relaxation is permitted

143. Under Section 12(1)(a) of the RTE Act 2009, government schools must provide free and compulsory elementary education to:
(A) Only top 10 percent merit students
(B) All children admitted therein
(C) Only children of government servants
(D) Only children residing within 100 meters

144. Which of the following is an official channel for reporting denial of admission under EWS quota by a private school in Delhi?
(A) Public notices published in Local Newspaper Classified Ads
(B) Sworn postcard petition sent directly to CBSE Chairman
(C) Direct message on social media to school sponsor
(D) DCPCR Helpline or DoE Complaint Module

MCQGPT

145. What is the lower age limit for admission to Class 8 in Delhi schools as on 31st March?
(A) 12 years
(B) 10 years
(C) 14 years
(D) 15 years

146. Which of the following statements is CORRECT regarding the 'No Detention Policy' as amended in Delhi for elementary classes?
(A) Students are detained in every elementary class if scoring below 50 percent marks.
(B) Students are automatically promoted through Class 12 without taking examinations.
(C) Assessments are held, with re-examinations for Class 5/8 before detention.
(D) Final detention decisions are made by formal voting among school committee parents.

147. Under DoE rules, what document is accepted if a child's parent does not have a formal residential proof in their own name because they live with grandparents in Delhi?
(A) Grandparents' residence proof plus proof of relationship
(B) Immediate rejection of the admission application without recourse
(C) Mandatory requirement to purchase a registered residential property
(D) Informal residential affidavit issued by a private security guard

148. What is the time frame given to private schools to submit their entry-level admission criteria to DoE before the start of the admission cycle?
(A) Only after all admission rounds are completely finalized
(B) At the conclusion of the fiscal financial year

92. What is the maximum period allowed for a private recognized school to complete the document verification process after a candidate is allotted a seat via the DoE EWS computerized draw?
(A) Within a maximum period of 6 months from the date of allotment
(B) Strictly within 24 hours of the computerized draw result publication
(C) Within the timeline specified in the DoE allotment circular
(D) At any convenient time before the completion of the academic year

93. Under Section 14 of the RTE Act 2009, no child shall be denied admission in a school for lack of age proof. How is age determined in such cases?
(A) By mandatory radiological bone age assessment tests conducted at hospitals
(B) By the Head of School's direct physical inspection and visual evaluation
(C) By compulsory medical blood group testing and clinical laboratory reports
(D) On the basis of a birth certificate or prescribed alternative document

94. A student seeking admission to Class 9 Non-Plan in a Delhi Government school produces a mark sheet from a recognized school located in Haryana. What requirement must be fulfilled regarding the School Leaving Certificate (SLC)?
(A) The SLC must be countersigned by the local Sarpanch of the concerned village.
(B) The SLC requires no formal countersignature if accompanied by an Aadhaar card.
(C) The SLC must be countersigned by the competent state Education Officer.
(D) The student must submit a sworn court affidavit in lieu of the original SLC.

95. What is the primary role of the 'Helpdesks' set up in Delhi Government schools during the admission season?
(A) Selling printed physical prospectuses and application forms against cash payment
(B) Assisting applicants with form filling, query resolution, and verification
(C) Conducting special coaching classes to prepare candidates for admission tests
(D) Collecting mandatory financial donation funds intended for school development

96. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Direct admission to Class 10 and Class 12 in Delhi Government schools is restricted and subject to strict approval criteria by the Directorate of Education.
Reason (R): Classes 10 and 12 are public examination classes governed by CBSE regulations requiring continuous registration and verification of previous academic performance.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

97. Which of the following is NOT an eligible category under the Disadvantaged Group (DG) reservation in Delhi school admissions?
(A) Children of General Category parents with income below ₹1 lakh
(B) Candidates belonging to officially recognized Scheduled Castes
(C) Candidates belonging to officially recognized Scheduled Tribes
(D) Orphan children admitted under institutional care facilities

98. What is the purpose of the 'Single Girl Child' quota/points in admission criteria of various Delhi schools?
(A) Mandatory statutory requirement specified under Section 12(1)(c) of RTE Act
(B) Exclusive admission quota reserved strictly for orphan girl applicants only
(C) To promote gender equity and incentivize female education
(D) Special financial incentive grant scheme administered directly by CBSE

99. Under DoE circulars, if an EWS candidate's address changes after registration but before allotment, what action must the parent take?
(A) Update address on the online portal during the DoE correction window.
(B) Abandon the current application and re-apply under general category.
(C) Submit a prescribed cash penalty fee directly to the allotted school.
(D) Address modifications are strictly prohibited once initial registration ends.

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ANSWERS

1. (A) Non-Plan Admissions
Students seeking direct admission into Delhi Government schools from private recognized or unrecognized schools are officially classified under Non-Plan Admissions. This category distinguishes mid-session or lateral entry applicants from regular students transitioning automatically through the feeder school system under Plan Admissions. The Directorate of Education mandates online registration cycles to streamline and monitor non-plan seat allocations across zones.

2. (C) 25 percent
Under Section 12(1)(c) of the Right to Education Act 2009 and Directorate of Education guidelines, private unaided recognized schools in Delhi must reserve at least 25 percent of seats in entry-level classes for children belonging to Economically Weaker Sections and Disadvantaged Groups. This statutory reservation aims to promote social inclusion, equal access, and non-discriminatory foundational education across private schooling.

3. (A) Both A and R are true and R is the correct explanation of A
The Head of School in a Delhi Government school is empowered to grant age relaxation up to thirty days in both upper and lower age limits for entry-level admissions. The Directorate of Education established this flexible rule to ensure age-appropriate classroom placement while preventing young children from being unfairly denied admission due to minor technical age discrepancies.

4. (B) ₹1,00,000
To qualify under the Economically Weaker Section category for school admissions under the Directorate of Education in Delhi, the annual income of the candidate's family from all sources must not exceed one lakh rupees. This ceiling ensures that financial assistance and seat reservations benefit economically marginalized families seeking access to private recognized schools.

5. (B) Grant age-appropriate admission to Class 6 directly after conducting a special training assessment without refusing admission.
Under Section 4 of the Right to Education Act 2009, an un-enrolled or out-of-school child must be admitted directly into an age-appropriate class. Admission cannot be denied for lack of prior schooling or transfer certificates. Schools must arrange special bridge training to assist the student in integrating academically into the age-appropriate classroom.

6. (C) Sub-Divisional Magistrate (SDM) / Revenue Officer of GNCTD
The Revenue Department of the Government of National Capital Territory of Delhi, specifically through its Sub-Divisional Magistrates or Revenue Officers, is the sole recognized authority to issue valid income certificates for claiming Economically Weaker Section admissions. Certificates issued by unauthorized entities or outside jurisdictions are not acceptable for verified entry into Delhi schools.

7. (A) I and II only
The Directorate of Education applies neighbourhood criteria to prioritize admissions in Delhi Government schools. Top priority is given to children residing within one kilometer of the school, followed by applicants residing between one and three kilometers if seats remain vacant. Children residing beyond six kilometers are not barred but receive lower priority during seat allotment procedures.

8. (B) Minimum 3 years and maximum less than 4 years
The standardized age criterion for Nursery or Pre-School admission in Delhi requires a child to have completed three years of age but remain less than four years old as of March 31st of the relevant academic year. This statutory requirement maintains uniformity, age-appropriateness, and developmental readiness across all government and private recognized schools.

9. (B) www.edudel.nic.in
The official portal managed by the Directorate of Education, Government of NCT of Delhi, for

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(A) Less than 6 years
(B) Less than 7 years
(C) Less than 8 years
(D) Less than 5 years

110. Which document serves as a valid proof of parent-child relationship during the document verification process for school admissions in Delhi?
(A) Residential electricity utility bill issued in a neighbour's name
(B) Permanent Account Number (PAN) Card belonging to child's uncle
(C) Birth Certificate listing parent names, Aadhaar, or Ration Card
(D) Official school tuition fee payment receipt issued to a family friend

111. What is the role of the 'Edudel' module named 'Plan Admission Feeder Mapping'?
(A) To calculate monthly salaries and allowances for government teaching staff
(B) To automatically map MCD/DoE primary graduates to feeder secondary schools
(C) To manage and monitor the online distribution scheme for free school uniforms
(D) To track ongoing infrastructure construction and repair projects in schools

112. Under DoE admission rules, what is the consequence if a private unaided recognized school fails to display the details of entry-level criteria and point allocation on its website and DoE portal?
(A) No regulatory action can be taken as private schools possess full autonomy.
(B) CBSE will automatically cancel school affiliation immediately without notice.
(C) The institution will be converted directly into a government school overnight.
(D) DoE can issue a show-cause notice and initiate derecognition proceedings.

113. For Class 11 admission in Delhi Government schools, which of the following stream choices usually requires the highest cut-off percentage in Class 10 board results?
(A) Science with Mathematics
(B) Humanities and Social Sciences Stream
(C) Vocational and Skill Development Stream
(D) General Pass and Foundation Stream

114. What is the primary purpose of conducting 'Special Training' for Out-of-School Children admitted under age-appropriate provisions in Delhi Government schools?
(A) To prepare admitted students exclusively for state-level sports competitions.
(B) To train candidates in vocational trades outside the regular school curriculum.
(C) To bridge academic gaps for seamless integration into age-appropriate classes.
(D) To conduct mandatory physical military drill and discipline training programs.

MCQGPT

115. Which of the following is an ACCEPTABLE proof of residence for admission in Delhi schools?
(A) Utility bill (water/electricity/telephone) in a parent's name
(B) Unregistered temporary hotel accommodation room receipt
(C) Declaration letter issued by a private PG owner on plain paper
(D) Postal courier delivery receipt slip specifying student name

116. Under the Delhi School Education Act 1973, which section empowers the Administrator/ Director to issue directions to recognized private schools regarding admissions and administrative matters?
(A) Section 24
(B) Section 10
(C) Section 3
(D) Section 15

117. What is the standard process for filling vacant seats in Class 9 in Delhi Government schools under Non-Plan admission?
(A) Direct cash payment of admission fees to the school cashier without formal registration or verification
(B) Online Edudel registration, verification, neighborhood allotment, and placement test if required
(C) Verbal recommendation issued directly by the school captain or student council representative
(D) Physical submission of offline applications directly at the school main entrance gate daily

118. In the context of EWS/DG online admissions in Delhi, what does 'Draw of Lots' ensure?
(A) Selection of candidates based strictly on highest academic marks in previous classes
(B) Allocation of priority seats to parents who submit registration forms earliest in time

compliance and proper class placement in accordance with Delhi School Education Rules.

19. (A) To resolve grievances regarding EWS/DG admissions and RTE compliance
District Level Monitoring Committees operate under the Directorate of Education to oversee the effective execution of Right to Education mandates. Their primary responsibility involves addressing and resolving parent grievances concerning Economically Weaker Section and Disadvantaged Group seat allotments, document verification disputes, illegal fee demands, and unfair admission rejections by private management.

20. (D) Director of Education, GNCTD
Under the provisions of the Delhi School Education Act and Rules 1973, the Director of Education, Government of NCT of Delhi, holds ultimate regulatory authority over admissions in all recognized schools. The Director issues binding circulars, enforces statutory quotas, monitors fair point-allocation criteria, and takes corrective action against non-compliant educational institutions.

21. (D) A is false but R is true
Orphan children are classified under the Disadvantaged Group category for Delhi school admissions. Because Disadvantaged Group status is granted independently of income limitations, applicants in this category, including orphans, are entirely exempt from submitting family income certificates. Thus, requiring an income certificate for an orphan child under Disadvantaged Group admissions is legally incorrect.

22. (A) 0 to 1 km
The Directorate of Education establishes neighbourhood distance slabs to structure school admissions systematically. The primary priority slab encompasses residences located within zero to one kilometer from the school. Applicants living within this innermost radius receive first preference during seat allotment to encourage local community access and minimize daily travel burdens for young students.

23. (D) School Management Committee (SMC)
In Delhi Government schools, the School Management Committee oversees the conduct of manual or computerized draws of lots when application numbers exceed available general seats. Comprising parents, teachers, and local representatives, the committee ensures local oversight, complete operational transparency, impartial seat allocation, and strict compliance with state education admission directives.

24. (C) 20 percent
Private schools constructed on land allotted by government agencies like the Delhi Development Authority under concessional terms are subject to freeship obligations. These institutions must reserve twenty percent of total seats in senior classes for Economically Weaker Section students, ensuring continuous tuition-free education beyond the elementary level as part of contractual land allotment conditions.

25. (A) I and II only
Online registration for Non-Plan admissions in Delhi Government schools is conducted across multiple structured cycles each academic session. Applicants must upload valid residential proof to enable neighbourhood-based allotment. However, registration does not guarantee admission into the first-preferred school, as final seat allocation remains dependent on available class capacities and distance metrics.

26. (B) The sibling is currently studying in the same school.
To claim points under the Sibling Quota in private recognized schools in Delhi, the applicant's real brother or sister must be actively enrolled and currently studying in the same institution. Alumni siblings or siblings attending different government or private schools do not qualify for point allocation under this specific admission criteria.

27. (C) 30 days
When a candidate is provisionally admitted to a Delhi Government school but lacks certain supporting documentation, such as income or caste certificates, Directorate of Education rules grant a standard grace period of thirty days. This extension prevents immediate admission cancellation, allowing parents reasonable time to obtain valid documents from revenue authorities.

28. (C) Conduct an admission/placement test to assess competency for Class 9.
When an applicant seeking Class 9 Non-Plan admission presents report cards from an unrecognized school, direct admission based

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submissions. Heads of Schools are obligated to admit elementary students throughout the academic session to fulfill universal education guarantees.

106. (B) 75 percent
Students in Delhi Government schools are required to maintain a minimum attendance of seventy-five percent during the academic year to be eligible to appear in annual examinations. Head of School or departmental rules permit condoning minor attendance shortages under exceptional circumstances, such as certified medical illness or official sports participation.

107. (A) Immediate admission cancellation and initiation of legal penal action.
Submitting forged or false caste or income certificates to secure EWS or DG admission results in immediate cancellation of the allotted seat. Directorate of Education rules mandate reporting fraudulent submissions to law enforcement agencies for initiating penal prosecution against offending parents or guardians, preserving integrity in public reservation schemes.

108. (C) Unaided Minority Institutions
Unaided minority educational institutions are constitutionally exempt from the mandatory twenty-five percent EWS and DG seat reservation required under Section 12(1)(c) of the Right to Education Act. This exemption respects fundamental rights guaranteed to religious and linguistic minorities under Article 30(1) of the Constitution of India regarding institutional administration.

109. (A) Less than 6 years
The standard upper age limit for Class 1 admission in Delhi schools is less than six years as of March 31st of the admission year, before applying Head of School relaxation rules. Enforcing this age ceiling maintains peer-group uniformity and aligns classroom instruction with appropriate cognitive development stages across primary grades.

110. (C) Birth Certificate listing parent names, Aadhaar, or Ration Card
To verify parent-child relationships during school admission verification, acceptable documents include official Municipal Birth Certificates carrying parent names, valid Aadhaar cards, or government-issued Ration Cards. Unofficial notes, bills in third-party names, or general fee receipts fail to establish legal parentage and are rejected during document screening.

111. (B) To automatically map MCD/DoE primary graduates to feeder secondary schools
The Plan Admission Feeder Mapping module on the Edudel portal automates the transition of primary school graduates from MCD and government primary institutions to assigned secondary feeder schools. This electronic mapping system ensures smooth student progression into Class 6 without requiring individual entrance examinations or manual non-plan registration processes.

112. (D) DoE can issue a show-cause notice and initiate derecognition proceedings.
If a private unaided recognized school fails to display its entry-level admission criteria and point allocation on its website and the DoE portal, the Directorate of Education can issue show-cause notices. Continued non-compliance can lead to regulatory sanctions, including initiation of formal derecognition proceedings under Delhi school education laws.

MCQGPT

113. (A) Science with Mathematics
For Class 11 admission in Delhi Government schools, the Science stream with Mathematics requires the highest academic cut-off percentage in Class 10 board results. Higher merit cut-offs ensure that admitted candidates possess the necessary analytical and mathematical foundation required to successfully handle advanced senior secondary Science coursework and rigorous curriculum requirements.

114. (C) To bridge academic gaps for seamless integration into age-appropriate classes.
Special Training Centre programs are established in Delhi Government schools to provide focused remedial education to Out-of-School Children admitted into age-appropriate classes. The primary objective is to bridge academic gaps, accelerate fundamental learning, and ensure students acquire essential competencies required for seamless integration into regular grade-level instruction.

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consideration whenever vacant seats remain available after accommodating all applicants from the first one-kilometer priority zone.

38. (B) Class 8
Section 13 of the Right to Education Act 2009 strictly prohibits schools from subjecting children to screening procedures or written entrance tests for admission up to Class 8. This prohibition covers the entire elementary education stage, ensuring non-discriminatory, open access to schooling without subjecting young children to stressful elimination examinations.

39. (D) Obtain a parent self-declaration of age and admit the child in Class 7.
Under Section 14 of the Right to Education Act, no child seeking elementary education can be denied school admission due to missing academic records or age certificates. When a migrating child lacks documentation, the Head of School must accept a parent self-declaration of age and grant immediate age-appropriate admission to Class 7.

40. (A) Director of Education, GNCTD
The Director of Education, Government of NCT of Delhi, serves as the final Appellate Authority against decisions made by District Grievance Redressal Committees regarding admission disputes. Parents or school management dissatisfied with district-level decisions can file formal appeals with the Director, who issues binding administrative rulings enforcing educational statutory compliance.

41. (A) Both A and R are true and R is the correct explanation of A
Private unaided recognized schools cannot convert unutilized Economically Weaker Section or Disadvantaged Group seats into general category seats without explicit prior written approval from the Directorate of Education. Because these reservations represent statutory mandates under the Right to Education Act, the department conducts multiple computerized draws to ensure complete quota utilization.

42. (B) Document verification and assisting non-tech-savvy parents with registration
During Non-Plan admission cycles, Cluster Resource Centres serve as accessible support hubs for parents. Staff at these centres assist non-tech-savvy applicants with online registration, explain document requirements, verify submitted paperwork, and resolve queries, ensuring equitable access to public school admissions for families with limited digital literacy or Internet access.

43. (D) All of the above
Under Directorate of Education regulations and Section 14 of the Right to Education Act, multiple documents are recognized as valid proof of birth date. Acceptable records include official municipal birth certificates, extracts from hospital or midwife registers, and signed age declarations submitted by parents or legal guardians before the Head of School.

44. (B) 14 years but less than 16 years
The standard age eligibility criteria for Class 9 admission in Delhi Government schools requires a student to be at least fourteen years old but less than sixteen years old as of March 31st of the admission year. Heads of Schools and Deputy Directors can grant permissible age relaxations under established departmental rules.

45. (A) I and II only
Waiting lists generated during centralized online admissions automatically fill vacancies caused by non-reporting or document rejections. The validity of the EWS waitlist typically extends until December 31st of the academic year. Waiting lists operate strictly within established admission frameworks and do not override statutory neighbourhood criteria in future application cycles.

46. (A) 3 percent reservation across all categories
In accordance with rights legislation for persons with disabilities, Delhi Government school admissions reserve a three percent quota across categories for Children with Special Needs. This provision ensures inclusive physical access, tailored pedagogical assistance, and specialized learning resources, supporting equal educational opportunities for students with physical or cognitive challenges.

47. (B) Transport facility/allowance or placement in nearest government school
When a Non-Plan applicant resides in an area lacking a Delhi Government school within a three-kilometer radius, Directorate of Education rules require placing the candidate in the nearest functional government school. To facilitate

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Quota. The remaining seats must be allocated transparently through published point-based criteria and open computerized draws of lots, ensuring public accountability in private admissions.

67. (A) I and II only
Under-represented elementary students and out-of-school children can be admitted throughout the year under Right to Education mandates. For Classes 9 and 11, direct mid-session admissions require prior approval from the Zonal or District Deputy Director of Education. However, Classes 10 and 12 cannot be admitted directly without explicit CBSE and departmental permission.

68. (D) Delhi Commission for Protection of Child Rights
The Delhi Commission for Protection of Child Rights is the designated statutory authority tasked with monitoring the overall implementation of Right to Education provisions in Delhi. The Commission examines complaints regarding admission denial, corporal punishment, infrastructural deficiencies, and EWS reservation non-compliance, issuing binding recommendations to ensure child welfare and legal adherence.

69. (B) Valid on submission date per state revenue guidelines
For an applicant applying under the Economically Weaker Section category, the submitted income certificate must be legally valid on the date of application submission in accordance with state revenue rules. Certificates that have expired prior to form submission are rejected during document verification, requiring parents to obtain valid renewals from revenue authorities.

70. (A) 3 to 6 kilometers
Under the Directorate of Education's neighbourhood admission policy, the third priority distance slab encompasses residences located between three and six kilometers from the school. Applicants in this category are considered for admission after filling available seats from the first two priority slabs, ensuring organized, distance-tiered preference during seat distribution.

71. (D) Non-Plan Admissions managed under DoE Guidelines
Entry-level admissions for Nursery, Kindergarten, and Class 1 in Delhi Government Sarvodaya Vidyalayas are categorized as Non-Plan Admissions managed directly under Directorate of Education guidelines. Seats are allocated through localized manual draws of lots supervised by School Management Committees, ensuring complete transparency and public accessibility without tuition fees or management quotas.

72. (A) No, EWS income certificates must be issued by GNCTD revenue authorities.
An Economically Weaker Section income certificate issued by another state government is invalid for claiming school admission under the EWS quota in Delhi. Directorate of Education guidelines strictly require income certificates to be issued by competent Revenue Department officers of GNCTD, ensuring local administrative verification of family income and residency status.

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73. (B) Fine extending up to ₹25,000 for first contravention
Section 13(2) of the Right to Education Act specifies severe financial penalties for schools subjecting children or parents to screening procedures during admission. A contravention attracts a monetary fine extending up to twenty-five thousand rupees for the first offense, with increasing penalties for subsequent violations to deter discriminatory screening practices.

74. (A) Both A and R are true and R is the correct explanation of A
A Head of School cannot deny admission to a child during the academic session due to the lack of a formal birth certificate. Under Right to Education rules, a self-attested affidavit or written declaration signed by the parent or guardian certifying the child's age is legally acceptable to ensure immediate school entry.

75. (A) CWSN Category – 3 percent reservation with relaxed age norms
Children with Special Needs are granted a dedicated three percent statutory reservation in school admissions alongside relaxed upper and lower age limits. This pairing accurately reflects Directorate of Education policy designed to facilitate inclusive education, flexible entry conditions, and physical and pedagogical

violate non-discriminatory admission principles established under Delhi education regulations.

57. (B) Principal of nodal Sarvodaya Vidyalaya or Zonal DDE
The Zonal Admission Committee responsible for overseeing and verifying non-plan admission allocations is chaired by the Principal of a designated nodal Sarvodaya Vidyalaya or the Zonal Deputy Director of Education. This committee verifies candidate documentation, monitors zonal seat availability, and ensures fair implementation of departmental admission rules across schools.

58. (A) I, II and IV only
Out-of-School Children are admitted into age-appropriate classes in Delhi Government schools, supported by Special Training Centres operating within schools for three months up to two years to bridge learning gaps. In compliance with Right to Education mandates, admission for these children remains open throughout the year without rigid cutoff cut-offs.

59. (A) Multiple draws conducted for remaining vacant seats
The Directorate of Education conducts multiple computerized draws of lots during a single academic session for EWS and DG entry-level seats in private schools. Subsequent rounds ensure that seats vacated due to non-reporting, document rejections, or withdrawals are reallocated, maximizing overall quota utilization across private educational institutions.

60. (C) Student admission rules and register maintenance
Rule 135 of the Delhi School Education Rules 1973 governs student admission procedures and mandates the systematic maintenance of admission registers in recognized schools. It prescribes administrative procedures for entering student particulars chronologically, ensuring proper record-keeping, verification of entry details, and official audit compliance across public and private educational institutions.

61. (D) Lodge a complaint with District Nodal Officer/DDE or DoE grievance portal.
If a private school refuses entry to an EWS candidate allotted via computerized draw, the parent can lodge a formal complaint with the District Nodal Officer, Zonal Deputy Director of Education, or through the official DoE grievance portal. Administrative authorities intervene directly to enforce compliance and secure the child's admission.

62. (C) Scholar's Admission and Withdrawal Register
Every school in Delhi is legally required to maintain the Scholar's Admission and Withdrawal Register. This statutory document records every student's admission chronologically, capturing essential details such as official entrance date, full name, date of birth, parent details, caste status, unique identification numbers, and eventual withdrawal details throughout their school tenure.

63. (A) Both A and R are true and R is the correct explanation of A
Section 16 of the Right to Education Act originally prohibited holding back or expelling any student prior to completing elementary education. Recent statutory amendments permit states to hold re-examinations in Class 5 and Class 8, allowing detention only if a student fails the re-examination, thereby maintaining basic learning accountability while preventing early dropouts.

64. (B) 10 years but less than 12 years
The standard age criteria for seeking Class 6 admission in Delhi Government schools requires a student to be at least ten years old but less than twelve years old as of March 31st of the admission year. Head of School discretionary powers allow minor age relaxations up to thirty days when necessary.

65. (A) GNCTD Revenue Department SC/ST/OBC certificate of child/parent
To establish valid Disadvantaged Group status for Delhi school admissions, applicants must present an official Caste Certificate issued by the Revenue Department of GNCTD in the name of the child or parent. Certificates issued by private organizations, religious trusts, or unverified personal declarations are legally invalid for claiming statutory reservations.

66. (A) Up to 20 percent of total seats
Directorate of Education guidelines permit non-minority private unaided recognized schools in Delhi to reserve up to twenty percent of their total entry-level seats under the Management

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guarantee full access to basic schooling across private and public institutions.

86. (A) Beyond 6 kilometers
Under Directorate of Education neighbourhood admission guidelines, the fourth priority distance slab encompasses residences located beyond six kilometers from the school. Candidates living within this outer slab are considered for admission only after accommodating applicants from closer distance categories, maintaining structured distance-based priority across Delhi public schools.

87. (D) Deputy Director of Education (DDE) of the Zone/District
While Heads of Schools can grant age relaxations up to thirty days, granting age relaxations beyond thirty days and up to one year falls under the authority of the Zonal or District Deputy Director of Education. Parents must submit formal exemption requests to the DDE for evaluation before securing age-relaxed admissions.

88. (A) MCD/DoE primary pass-outs are automatically mapped to feeder secondary schools.
Plan Admission into Class 6 in Delhi Government schools functions through automated mapping of primary pass-outs from Municipal Corporation or government primary schools to designated secondary feeder schools. This system guarantees seamless transition, eliminating entrance testing, application fees, or arbitrary lucky draws for continuing elementary students in public institutions.

89. (A) I and II only
Private recognized schools must reserve three percent of entry-level seats for Children with Special Needs under the Disadvantaged Group category, alongside granting age relaxation up to two years. Schools cannot deny admission due to lack of special educators or infrastructure, as creating inclusive facilities is a mandatory statutory duty under disability laws.

90. (B) GNCTD BPL/AAY Ration Card
A valid Below Poverty Line or Antyodaya Anna Yojana Ration Card issued by the GNCTD Food and Civil Supplies Department serves as official proof of income for Economically Weaker Section school admissions. Informal salary notes, unverified undertakings, or unendorsed passbooks lack legal verification authority and are rejected during document screening.

91. (B) 4 years
The standard lower age requirement for admission to Kindergarten or Pre-Primary in Delhi schools is four years completed as of March 31st of the admission year. Establishing this baseline age ensures children possess the necessary developmental, social, and motor readiness required for structured pre-primary classroom learning activities.

92. (C) Within the timeline specified in the DoE allotment circular
Private recognized schools must complete document verification and formal admission for EWS candidates within the exact timeline specified in the Directorate of Education allotment circular. Unreasonable delays or arbitrary extensions beyond the departmental schedule are prohibited, ensuring swift enrollment and preventing allotted seats from remaining unnecessarily vacant.

93. (D) On the basis of a birth certificate or prescribed alternative document
Section 14 of the Right to Education Act specifies that age determination for school admission must rely on municipal birth certificates or prescribed alternative documents, such as hospital records, Anganwadi registers, or parent declarations. Invasive medical testing or visual inspections by school staff are legally impermissible for establishing child age eligibility.

94. (C) The SLC must be countersigned by the competent state Education Officer.
When a student applies for Non-Plan Class 9 admission in a Delhi Government school using a School Leaving Certificate from a recognized school in another state, the certificate must be countersigned by the competent District Education Officer or Block Education Officer of that state to verify institutional authenticity and accreditation.

95. (B) Assisting applicants with form filling, query resolution, and verification
Helpdesks established in Delhi Government schools during admission cycles provide direct assistance to parents. Staff members assist with online form filling, clarify documentation

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accommodations for disabled children across educational facilities.

76. (C) Admission cannot be denied at any time during the session
Under Section 15 of the Right to Education Act, no child seeking elementary education shall be denied school admission regardless of when the application is submitted during the academic session. This provision guarantees continuous, unrestricted access to education, preventing children from losing an academic year due to late relocation or mid-session domestic shifts.

77. (D) Aadhaar Card, enrolment slip, or Birth Certificate
For online Non-Plan registration in Delhi Government schools, valid identity proof for the child includes an Aadhaar Card, an official Aadhaar enrollment slip, or a Municipal Birth Certificate. These standardized documents verify the child's legal identity, age, and parentage details required during digital registration and subsequent physical document verification.

78. (C) Assisting parents with grievance redressal, verification, and EWS/DG admissions
Zonal Nodal Officers appointed by the Directorate of Education act as key facilitators during admission cycles. They resolve parent grievances, oversee document verification procedures, assist families with EWS and DG online application queries, and monitor private school compliance with state reservation mandates within their assigned educational zones.

79. (D) I, II, III and IV
Class 11 admissions in Delhi Government schools follow stream-wise academic cut-offs set after Class 10 results. Feeder school graduates receive Plan admission preference, while private school applicants register under Non-Plan cycles subject to seat availability. Standard percentage relaxations are granted to SC, ST, and CWSN candidates under departmental rules.

80. (A) Up to the 10th of every month
Rule 160 of the Delhi School Education Rules 1973 mandates that monthly tuition fees in recognized private schools must be paid without late fines by the tenth day of each month. Collecting late fees prior to this monthly deadline violates statutory regulations governing private school financial administration in Delhi.

81. (A) Conducting the draw behind closed doors without video recording or parent presence
Conducting a draw of lots behind closed doors without parent observers or compulsory video recording is illegal under Directorate of Education guidelines. Admission rules require full transparency, advance public notification of draw schedules, open parent attendance, official videography, and immediate public posting of selected and waitlisted candidate lists.

82. (B) 13 years but less than 15 years
The normal age eligibility standard for Class 8 admission in Delhi Government schools requires a candidate to be at least thirteen years old but less than fifteen years old as of March 31st of the academic year. Head of School discretion allows minor age relaxations up to thirty days under standard circulars.

83. (A) No, EWS children are entitled to free education including books and uniforms.
Demanding development charges, tuition fees, or book costs from an Economically Weaker Section student admitted under Section 12(1)(c) of the Right to Education Act is completely illegal. EWS students are entitled to completely free education, including free uniforms, textbooks, and writing materials provided directly by the allotted school without mandatory parent contributions.

84. (D) DoE Grievance Redressal Portal, CPGRAMS, or DCPCR helpline
Parents facing issues regarding Economically Weaker Section or Disadvantaged Group admissions can submit complaints through official redressal channels, including the Directorate of Education Grievance Portal, CPGRAMS, or the Delhi Commission for Protection of Child Rights helpline. These platforms record grievances, initiate administrative inquiries, and enforce compliance against non-complying schools.

85. (A) Both A and R are true and R is the correct explanation of A
Transgender children are categorized under the Disadvantaged Group category for Delhi school admissions. The Delhi Government issued policy notifications extending Disadvantaged Group status to transgender children to fulfill social inclusion mandates, protect gender identities, eliminate educational discrimination, and

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solely on those credentials is impermissible. The Head of School must administer a standard diagnostic placement test to evaluate the student's academic competency, ensuring appropriate foundational preparation before formal enrollment into Class 9.

29. (D) Transgender children and HIV-affected/ infected children
Directorate of Education circulars explicitly include transgender children and children affected by or infected with HIV under the Disadvantaged Group category for school admissions. Inclusion under this statutory category protects vulnerable children from societal discrimination, waives mandatory income documentation requirements, and guarantees equal access to foundational education across Delhi schools.

30. (A) Both A and R are true and R is the correct explanation of A
Schools cannot reject Economically Weaker Section admission applications due to minor clerical discrepancies in names or spellings between identity and birth documents. Directorate of Education guidelines mandate granting provisional admission while allowing parents a thirty-day window to rectify minor typographic errors, ensuring children are not deprived of education over procedural technicalities.

31. (B) Per-child state expenditure or actual fee charged, whichever is less
Under Section 12(2) of the Right to Education Act, private unaided schools offering free education to Economically Weaker Section students are reimbursed by the Directorate of Education. The reimbursement rate equals either the actual per-child expenditure incurred by the state government in public schools or the actual fee charged by the private school, whichever amount is lower.

32. (B) 10 years
To secure direct admission into Class 6 in Delhi Government schools, a candidate must have completed a minimum age of ten years as of March 31st of the academic session. This threshold aligns with age-appropriate education norms under the Right to Education framework, ensuring students possess appropriate cognitive development for middle school learning.

33. (A) IV → II → I → III
The EWS admission process begins with public notification and seat declaration by the Directorate of Education. Parents then submit online registrations on the Edudel portal. Next, a centralized computerized draw of lots is conducted to allocate seats. Finally, selected candidates report to allotted schools for document verification and formal admission confirmation.

34. (C) To fill vacancies from non-reporting, rejected, or withdrawn candidates
The primary objective of maintaining an official waiting list during the EWS allotment process is to systematically fill seat vacancies arising from candidate non-reporting, document rejection, or voluntary withdrawal. This mechanism guarantees that reserved seats in private recognized schools are fully utilized without leaving available capacity unallocated throughout the academic year.

35. (A) Non-Plan Admission – Direct admission of students outside the DoE feeder pipeline
In Delhi educational policy, Non-Plan Admissions encompass direct admission requests from students coming from private recognized, unrecognized, or out-of-state schools, situated outside the automated feeder school pipeline. Conversely, Plan Admissions handle automatic transitions from primary government feeder schools, maintaining a structured distinction between regular internal promotion and external candidate integration.

36. (B) I, II and III only
A School Leaving Certificate is required for admission into Class 2 and above from recognized schools, whereas entry-level classes require birth certificates. Countersignatures from Education Officers are mandatory for inter-state transfers. Failure to produce a certificate does not cause immediate permanent rejection, as provisional time is granted under Directorate of Education rules.

37. (A) 1 to 3 kilometers
Under Directorate of Education neighbourhood guidelines, the second distance slab covers residences located between one and three kilometers from the school. Applicants residing within this radius receive second priority for admission, becoming eligible for seat

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guidelines, resolve applicant queries, and facilitate preliminary paper verification, ensuring smooth access to government school enrollment for families requiring technical or administrative guidance.

96. (A) Both A and R are true and R is the correct explanation of A
Direct admissions to Class 10 and Class 12 in Delhi Government schools are strictly regulated and require formal approval from the Directorate of Education. Because these terminal classes involve board examinations governed by CBSE regulations, verifying prior registration, continuous attendance, and previous mark sheets is mandatory to ensure academic eligibility.

97. (A) Children of General Category parents with income below ₹1 lakh
General category applicants with annual income below one lakh rupees fall under the Economically Weaker Section category, not the Disadvantaged Group category. Disadvantaged Group status is reserved specifically for socially disadvantaged categories, including Scheduled Castes, Scheduled Tribes, Other Backward Classes, transgender children, orphans, and HIV-affected candidates, independent of income.

98. (C) To promote gender equity and incentivize female education
Including a Single Girl Child quota or assigning additional admission points in school entry criteria is designed to promote gender equity and encourage female education. This institutional incentive addresses historical gender disparities, encourages parents to educate daughters, and supports broader social policy goals regarding female literacy and child welfare in Delhi.

99. (A) Update address on the online portal during the DoE correction window.
If an Economically Weaker Section candidate's residential address changes after registration, the parent must update the information on the online portal during the official correction window provided by the Directorate of Education. Updating details ensures accurate distance calculation and neighbourhood mapping prior to running the computerized draw of lots.

100. (A) Less than 4 years
The prescribed maximum age for Nursery or Pre-School admission in Delhi is less than four years as of March 31st of the academic year, excluding Head of School relaxation allowances. Setting this upper age limit prevents significant age gaps among entry-level students, maintaining developmental homogeneity within foundational early childhood classrooms.

101. (A) 0-1 km → 1-3 km → 3-6 km → Beyond 6 km
Delhi Government schools apply a four-tiered distance priority hierarchy for neighbourhood admissions. Priority begins with children living within zero to one kilometer, followed by one to three kilometers in the second slab, three to six kilometers in the third slab, and residences beyond six kilometers receiving final consideration when seats remain available.

102. (A) I, II and III only
The Delhi School Education Rules 1973 govern admission procedures, requiring schools to maintain admission registers under Rule 135, collect proper application forms under Rule 137, and demand transfer certificates for non-entry classes under Rule 138. Nominal registration fees are permitted, provided they conform to departmental fee regulations and guidelines.

103. (D) Within such extended period as may be prescribed
Section 15 of the Right to Education Act states that a child shall be admitted to school at the start of the academic year or within an extended period prescribed by government regulations. Furthermore, no child can be denied admission even if applying after the extended period, ensuring continuous educational access.

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104. (A) GNCTD Revenue Department (SDM/ Tehsildar)
The Revenue Department of GNCTD, through its Sub-Divisional Magistrates or Tehsildars, is the official authority competent to issue Caste Certificates for SC, ST, and OBC applicants in Delhi. Certificates issued by revenue authorities verify social status, establishing statutory eligibility for claiming Disadvantaged Group reservations in school admissions.

105. (B) No, elementary education applicants cannot be denied admission for missing deadlines.
Under Section 15 of the Right to Education Act, no child seeking elementary education (Classes 1 through 8) can be denied admission due to missed online registration deadlines or late application

regular attendance, the government provides transport allowances or dedicated transportation facilities in accordance with Right to Education mandates.

48. (D) Conducting oral parent interviews to judge educational background.
Conducting oral or written parent interviews during entry-level nursery admissions in private recognized schools is strictly prohibited under Section 13 of the Right to Education Act. Permissible practices include transparent point allocation based on objective criteria, publicizing guidelines online, maintaining a twenty percent management quota, and conducting videographed public draws of lots.

49. (A) Online School Transfer Module
When processing student transfer requests between Delhi Government schools mid-session, Principals utilize the Online School Transfer Module hosted on the Edudel portal. This digital module automates transfer approvals, updates student registration data electronically, maintains accurate scholar registers across institutions, and prevents unauthorized duplicate enrollments within the public school system.

50. (C) No, the school is bound to admit candidates allotted by DoE draw.
Private recognized schools are legally bound to admit Economically Weaker Section candidates allotted to them through the centralized computerized draw conducted by the Directorate of Education. Schools cannot reject allotted candidates based on distance arguments, as the department's allotment algorithms evaluate candidate preferences and distance parameters prior to issuing binding selection orders.

51. (A) Linking primary schools with designated secondary schools for student transition
Feeder School Mapping is an administrative mechanism that links standalone primary government or municipal schools to designated secondary or senior secondary schools. This mapping enables automated, test-free student promotion into Class 6 under Plan Admissions, ensuring unbroken educational progression for elementary students within the Delhi public education system.

52. (A) Both A and R are true and R is the correct explanation of A
Under Section 12(1)(c) of the Right to Education Act, children admitted under reserved quotas are entitled to receive free textbooks, writing materials, and uniforms from the school. The statutory mandate of free education encompasses essential instructional materials, ensuring financial barriers do not impede a child's complete participation in elementary education.

53. (B) Applicants under SC/ST category claiming DG status
Applicants belonging to Scheduled Caste or Scheduled Tribe categories applying under Disadvantaged Group provisions are exempt from submitting income certificates. Disadvantaged Group classification provides reservation benefits based on social disadvantage rather than family income levels, distinguishing these applicants from Economically Weaker Section candidates who must produce annual income documentation.

54. (B) 5 years
Under current Delhi school admission age alignment policies, the lower age limit for admission to Class 1 is set at five years as of March 31st of the academic year. This minimum age threshold ensures foundational cognitive and physical maturity necessary for formal primary school learning before students transition into upper primary classes.

55. (D) Registered agreement valid on application submission date
When presenting a residential rent agreement as residence proof for Delhi school admissions, Directorate of Education rules require the lease deed to be legally registered with the Sub-Registrar and valid on the date of application submission. Unregistered rent agreements or expired deeds are legally invalid for establishing official local residency.

56. (A) Parent educational qualification or profession
Evaluating parent educational qualifications or professional status is explicitly barred as a criterion for allocating admission points in Delhi private schools. Permissible criteria include neighbourhood distance, enrollment of real siblings, and single girl child status. Subjective criteria targeting parent backgrounds

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115. (A) Utility bill (water/electricity/telephone) in a parent's name
Official utility bills for water, electricity, or landline telephone services issued in a parent's name serve as valid proof of residence for school admissions in Delhi. These government or corporate utility records provide verified physical location data, confirming local family residency within the designated neighbourhood zone of the school.

116. (A) Section 24
Section 24 of the Delhi School Education Act 1973 empowers the Administrator or Director of Education to issue binding directives to recognized private schools concerning admissions, administration, and regulatory compliance. Educational institutions failing to obey administrative orders issued under this statutory section face legal penalties, including potential derecognition or institutional management takeover.

117. (B) Online Edudel registration, verification, neighborhood allotment, and placement test if required
Filling vacant Class 9 seats in Delhi Government schools under Non-Plan admissions requires parents to register online via the Edudel portal. Following digital registration, documents are verified at designated centres, neighbourhood seat allotments are made based on availability, and competency placement tests are administered if students migrate from unrecognized institutions.

118. (C) Fair and transparent random selection when applicants exceed available seats
In the context of online admissions in Delhi, the computerized draw of lots provides a fair, unbiased, and completely randomized selection mechanism when applicant numbers exceed available quota seats. This system eliminates discretionary management practices, prevents corruption, and ensures equal opportunity for all registered applicants seeking admission.

119. (D) They are covered under DG category and protected against discrimination.
HIV-affected or infected children are officially classified under the Disadvantaged Group category for school admissions in Delhi. This legal classification guarantees non-discriminatory access to regular education, waives income documentation requirements, and obligates educational institutions to provide an inclusive, safe, and supportive learning environment for affected students.

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120. (A) 11 years but less than 13 years
Under Directorate of Education guidelines, the standard age criteria for Class 7 admission in Delhi Government schools requires a student to be at least eleven years old but less than thirteen years old as of March 31st of the admission year, subject to permissible Head of School age relaxations.

121. (A) 3 years
The minimum age requirement for Nursery or Pre-School admission in Delhi is three years completed as of March 31st of the academic year in which admission is sought. Establishing this standard lower age limit ensures foundational developmental readiness for early childhood education across all government and private recognized schools.

122. (B) Yes, if allotted via DoE computerized draw.
If an Economically Weaker Section candidate residing within the three to six kilometer distance slab is allotted a seat in a private school through the Directorate of Education computerized draw, the school must grant admission. Computerized allotments are legally binding, and schools cannot reject candidates based on distance preferences.

123. (A) Monitoring admission transparency and assisting in enrollment and verification
School Management Committees in Delhi Government schools play a critical role in overseeing the admission process. They assist in publicizing admission schedules, monitoring manual draws of lots, helping parents with document verification, and ensuring that local children, out-of-school candidates, and marginalized groups secure fair access to public schooling.

124. (C) District Grievance Redressal Committee / DDE (District)
Appeals against EWS admission cancellations or document rejection decisions by private schools in Delhi are handled by the District Grievance Redressal Committee, headed by the District Deputy Director of Education. The committee investigates parent complaints, reviews submitted credentials, and issues binding directives to ensure legal compliance and fair treatment.

125. (D) Physical punishment or harassment
Section 17 of the Right to Education Act 2009 explicitly prohibits physical punishment and mental harassment of children in elementary schools. Educational institutions are legally required to maintain safe, non-violent, and positive learning environments, and violations attract disciplinary and legal action against defaulting school personnel or administrative authorities.

126. (A) Minimum 14 years
The standard age eligibility criterion for Class 10 admission in Delhi Government schools requires a student to have completed a minimum age of fourteen years as of March 31st of the academic year. This minimum age threshold complies with Secondary Board examination regulations and departmental admission norms.

127. (B) Aadhaar, Voter ID, Passport, or Driving License
Valid identity proof for parents during school admission document verification includes statutory government-issued documents such as an Aadhaar Card, Electoral Photo Voter Identity Card, valid Passport, or official Driving License. Submitting these official identification documents verifies the parent's legal identity, photograph, residential background, and official personal details required for thorough administrative validation.

128. (A) Up to 5 percent of total seats
In private recognized schools in Delhi, up to five percent of total entry-level seats can be allocated under the Staff Quota for children of school employees, if opted by the management. If staff seats remain unutilized, departmental guidelines mandate converting those vacant seats into general category admissions.

129. (A) Require local Delhi residence proof or declaration as per DoE guidelines.
When an applicant's Aadhaar card lists a residential address outside Delhi, the Head of School must request valid local Delhi residence proof or a signed parent declaration in accordance with Directorate of Education guidelines. Candidates residing in Delhi can proceed with enrollment once local residential documentation is established.

130. (A) Valid for the specific academic session concerned
A computerized draw result issued by the Directorate of Education for EWS and DG admissions remains valid exclusively for the specific academic session for which it was conducted. Seat allotments cannot be carried forward to subsequent academic years, requiring un-admitted applicants to re-apply during future annual admission cycles.

131. (A) Automated online transfer requiring no fresh test
Plan Admissions facilitating student transitions from Municipal Corporation primary schools to Delhi Government secondary schools function through automated online transfer systems. Students graduating from mapped feeder primary schools are transferred seamlessly into Class 6 without taking entrance examinations, paying application processing fees, or undergoing manual screening procedures.

132. (D) Ensuring transparency, predictability, and preventing arbitrary school practices
Publishing official admission schedules, entry guidelines, and point allocation criteria on the Directorate of Education public portal ensures transparency, administrative predictability, and equal opportunity. Public availability of admission rules prevents private school managements from adopting arbitrary selection procedures, charging unauthorized fees, or enforcing illegal screening criteria.

133. (A) Class 1 to Class 8
Under the Right to Education Act 2009, Elementary Education is legally defined as schooling provided from Class 1 through Class 8, covering primary and upper primary stages. The Act mandates free, compulsory, and non-discriminatory education for all children between six and fourteen years of age throughout this elementary stage.

134. (A) Section 15
Section 15 of the Right to Education Act 2009 specifies that no child seeking elementary education shall be denied admission to a school regardless of when application is made during the academic session. This statutory mandate guarantees continuous entry rights, protecting children from academic loss due to late applications or mid-session domestic relocations.

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135. (D) Document verification and facilitation hub for non-plan applicants
During the Non-Plan admission cycle, designated Nodal Sarvodaya Vidyalayas serve as document verification and facilitation hubs within their respective zones. Helpdesks set up at these nodal schools assist non-plan applicants with online registrations, verify submitted residential and age credentials, and guide parents through zonal seat allocation procedures.

136. (A) 3 to 5 years with CWSN age relaxation norms
Under Directorate of Education guidelines, the age limit for Nursery admission for Children with Special Needs spans three to five years, incorporating specific disability age relaxation norms. These flexible entry ranges accommodate early intervention needs and developmental variations, facilitating inclusive early childhood education for special needs children.

137. (B) Edudel online transfer order and School Leaving Certificate
Transferring a student mid-session from one Delhi Government school to another requires an official online transfer order generated through the Edudel portal along with the student's School Leaving Certificate. These documents record academic transfers electronically, maintain correct scholar register records, and prevent unauthorized duplicate enrollments within public schools.

138. (B) Head of School and designated Class Teachers
Under the Delhi School Education Rules 1973, maintaining student attendance registers and scholar records in a government school is the official responsibility of the Head of School and designated class teachers. Accurate daily attendance tracking and systematic scholar register entries ensure administrative compliance and proper institutional record-keeping.

139. (A) Illegal and strictly prohibited under RTE Act and DSEA&R 1973
Demanding donations, building funds, or capitation fees during school admissions is illegal and strictly prohibited under Section 13 of the Right to Education Act and the Delhi School Education Act and Rules 1973. Educational institutions violating these fee prohibitions face heavy statutory financial fines and potential loss of recognition.

140. (C) Delhi Government, Government Aided, and MCD Schools
The Plan Admission system operates across Delhi Government, Government Aided, and Municipal Corporation of Delhi schools. It automates student transitions from primary feeder schools into secondary government schools, guaranteeing test-free, continuous elementary education across public educational institutions without requiring fresh non-plan online application registration procedures or external candidate screening examinations.

141. (D) If one twin is selected, the second is allocated a seat under twin-linking rules.
Under Directorate of Education guidelines for computerized draws in private schools, twin applicants can be linked during online registration. If one twin candidate is selected through the computerized draw, the second twin is automatically allocated a seat under twin-linking rules, ensuring families with twins maintain concurrent school admissions without splitting siblings.

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142. (A) Up to 30 days in age limit
The Head of School in a Delhi Government school possesses discretionary authority to grant age relaxation up to thirty days in both upper and lower age limits for Class 6 admissions. Relaxations beyond thirty days up to one year require formal evaluation and written approval from the Zonal Deputy Director of Education.

143. (B) All children admitted therein
Under Section 12(1)(a) of the Right to Education Act 2009, government schools are mandated to provide free and compulsory elementary education to all children admitted therein. Public schools cannot charge tuition fees, examination charges, or instructional material expenses, ensuring complete financial accessibility for every enrolled student throughout their elementary education.

144. (D) DCPCR Helpline or DoE Complaint Module
When a private school in Delhi denies admission under the Economically Weaker Section quota, parents can file complaints through official channels, such as the Delhi Commission for Protection of Child Rights helpline or the DoE Grievance Redressal Module. These statutory mechanisms investigate reported non-compliance and enforce official seat allotment orders issued by the department.

145. (A) 12 years
The standard lower age requirement for seeking Class 8 admission in Delhi schools is twelve years completed as of March 31st of the relevant academic year. Enforcing this minimum baseline age ensures that students possess appropriate cognitive development, physical maturity, and foundational learning background suitable for middle school academic curriculum demands.

146. (C) Assessments are held, with re-examinations for Class 5/8 before detention.
Under Delhi's amended policy for elementary classes, regular academic assessments are conducted, and students in Class 5 and Class 8 who do not meet passing criteria are given re-examinations. If a student fails the re-examination, detention is permitted, balancing foundational learning accountability with support structures to reduce overall dropouts.

147. (A) Grandparents' residence proof plus proof of relationship
When parents reside with grandparents in Delhi and do not possess formal residential proof in their own names, Directorate of Education rules permit submitting the grandparents' residence proof along with valid documentation establishing the parent-child-grandparent relationship. This allowance ensures families living in joint households are not excluded from school admissions.

148. (D) Before the notified DoE annual schedule deadline
Private recognized schools in Delhi must submit their entry-level admission criteria, point systems, and available seat details to the Directorate of Education before the notified annual schedule deadline. Uploading criteria on the public portal prior to the application start date ensures administrative transparency, predictability, and compliance with state admission guidelines.

149. (A) Provided completely free of cost
In Delhi Government schools, official application and prospectus forms for Non-Plan admissions are provided completely free of cost to all applicants. Charging registration fees, processing charges, or prospectus costs in public schools is strictly prohibited, ensuring that financial barriers do not restrict candidate access to state-funded educational opportunities.

150. (C) To ensure universal access, equity, and inclusion per RTE Act and DSEA&R 1973.
The fundamental objective of the admission guidelines issued by the Directorate of Education, GNCTD, is to guarantee universal access, equity, and social inclusion across schools. Aligned with the Right to Education Act and the Delhi School Education Act and Rules, these guidelines structure non-discriminatory, transparent, and regulated admission procedures throughout Delhi.

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